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Regulations  
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THE WAR OFFICE

*Notified in  
Army Orders for  
October, 1942*

REGULATIONS  
FOR THE  
HOME GUARD  
1942

VOLUME I

Issued pursuant to paragraph 2 of the Defence  
(Home Guard) Regulations, 1940]

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*By Command of the Army Council,*

THE WAR OFFICE,  
October, 1942.

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## EXPLANATION OF ABBREVIATIONS

A.A.	...	Anti-Aircraft.
A.B.	...	Army Book.
A.C.Is.	...	Army Council Instructions.
A.D.M.S.	...	Assistant Director of Medical Services.
A.D.O.S.	...	Assistant Director of Ordnance Services.
A.F.	...	Army Form.
A.O.E.R.	...	Army Officers Emergency Reserve.
C-in-C.	...	Commander-in-Chief.
C.O.	...	Commanding Officer.
C.O.O.	...	Chief Ordnance Officer.
C.R.E.	...	Commander, Royal Engineers.
D.A.D.O.S.	...	Deputy Assistant Director of Ordnance Services.
D.A.D.V. and R.S.	...	Deputy Assistant Director of Veterinary and Remount Services.
D.D.M.E.	...	Deputy Director of Mechanical Engineering.
D.D.M.S.	...	Deputy Director of Medical Services.
D.D.O.S.	...	Deputy Director of Ordnance Services.
G.O.C. (-in-C.)	...	General Officer Commanding (in-Chief).
i/c	...	In charge of.
N.C.O.	...	Non-commissioned officer.
O.C.	...	Officer Commanding.
P.S.I.	...	Permanent Staff Instructor.
R.A.M.C.	...	Royal Army Medical Corps.
R.A.P.	...	Regimental Aid Post.
R.A.V.C.	...	Royal Army Veterinary Corps.
R.E.M.E.	...	Royal Electrical and Mechanical Engineers.
S.A.A.	...	Small Arms Ammunition.
T.A. Associations	...	Territorial Army Associations.
W.D.	...	War Department.



# REGULATIONS FOR THE HOME GUARD, 1942

## INTRODUCTION

These regulations have been prepared in order to bring into one publication a large number of separate instructions already issued, and so assist those concerned with the administration of the Home Guard.

The contents of these regulations are not therefore new, although certain recent instructions have been incorporated.

Although these regulations have a wide issue, much of their contents does not affect the ordinary Home Guard officer, but only the administrative staff of units, and of T.A. Associations.

These regulations are not a training manual, but a book of reference. Home Guard unit commanders should know how the book is arranged so that when occasion arises they can turn quickly to the regulation on the subject.

For convenience of printing and subsequent amendments these regulations will be published in two volumes.

Volume I includes Sections I to XI and Appendices I to IX ;  
Volume II the remaining sections which will deal with :—

**Accommodation.**

**Clothing, equipment and stores.**

**Finance.**

**Transport and communications.**

**Travelling.**

An index to both volumes will be printed in Volume II.



## SECTION I.—ORGANIZATION AND STATUS

### 1. Authority for formation

The Statutory Authority for the establishment of the Home Guard is the Defence (Home Guard) Regulations, 1940, a copy of which amended to date is contained in Appendix 1 (i).

### 2. Object

The primary role of the Home Guard is the local defence of their towns and villages. This will include reconnaissance patrols and may, in certain districts, include offensive patrols provided that these are not at the expense of the defence of localities.

The time available for the training of the Home Guard is short and will be devoted to the training of units in such of the above roles as are allotted to them in defence schemes.

### 3. Status

The Home Guard forms part of the armed forces of the Crown. The members of the force are unpaid. They are not, however, required to give whole-time service or to live away from their homes, except when mustered by reason of an actual or apprehended invasion.

### 4. Control

(a) The organization, administration, and public relations of the Home Guard are the responsibility of the War Office.

The Director-General, Home Guard and Territorial Army in the War Office co-ordinates the organization and administration of the Home Guard and of Regular Army personnel employed with the Home Guard. He advises the departments of members of the Army Council responsible for these matters, in so far as these questions relate to the Home Guard as part of the armed forces of the Crown.

(b) The operational control of the Home Guard is vested in the C.-in-C., Home Forces (except for those units allotted to A.A. duties (see para. 5)).

(c) The responsibility for the training of the Home Guard (with the exception of units of the Ulster Home Guard and those units enrolled for manning A.A. equipment of over 20-mm.) rests with the C.-in-C., Home Forces.

All communications on Home Guard training matters will be addressed to G.H.Q., Home Forces, except those connected with units manning A.A. equipment over 20-mm. which will be addressed to the G.O.C.-in-C., A.A. Command.

(d) Local administration is carried out through T.A. Associations, which have administrative charge of the Home Guard units in their areas.

The chief items dealt with by the T.A. Associations are

Accommodation.

Allowances and expenses.



Clothing, equipment and stores.  
Compensation and claims of certain types.  
Finance and accounts.  
Records of personnel.  
Transport.

(e) The policy regarding the allotment of weapons, ammunition and stores, the introduction of new equipment, and the provision of funds for the administration of the Home Guard is the responsibility of the War Office in consultation, where necessary, with the C.-in-C., Home Forces, or the G.O.C.-in-C., A.A. Command (see para. 5).

## 5. A.A. units

Certain units of the Home Guard are allotted to A.A. duties as their primary role.

Some of these units are placed under the control of the G.O.C.-in-C., A.A. Command, for A.A. operations.

The G.O.C.-in-C., A.A. Command, is responsible for the A.A. training of these units, under the direction of the War Office (Director of Royal Artillery). He is also responsible for the training necessary to enable them to carry out any secondary role of ground defence allotted to them in the local defence scheme.

They will conform to the normal organization of the Home Guard in all respects except when special instructions are issued.

## 6. Training and duty

Members of the Home Guard may be ordered to perform training and operational duty for periods not exceeding a total of 48 hours in any period of four weeks. This limitation will not apply when the Home Guard is mustered.

The expression "training and operational duty" includes such duties in connection with Civil Defence as may be authorized by the appropriate military authority.

This will not prevent additional training or operational duty being undertaken voluntarily if authorized by the military commander, nor will the question whether a period of training or duty is an obligatory or voluntary one in itself affect entitlement to subsistence allowance or other financial benefits to which a member of the Home Guard may be entitled.

The total of 48 hours in each four weeks is the largest amount of training and operational duty which a man may be required to perform when he is not mustered, and is not a fixed amount which must necessarily be required of every member of the Home Guard. The actual amount of training or operational duty to be performed will depend on a number of factors which can only be decided locally, such as, on the one hand, the requirements for operational duties, the standard of training reached and a member's actual Home Guard duties, and, on the other hand, a member's civil employment and the distance he lives from the place of training. Full weight must be given to the claims of

men working long hours in deciding what periods of duty they are to be called on to perform.

The decision regarding the total number of hours' training or operational duty a man is to be ordered to perform in the period of four weeks will normally be made by the company commander, subject to such instructions as he may receive from higher authority.

Care must be taken that a proper proportion of training, as opposed to operational duty, is performed by each man. Where the demands of operational duties and the factors mentioned above permit, at least 24 hours will be spent in actual training in each period of four weeks. Records of attendance will be kept by section commanders in A.B. 527.

## 7. Definition of duty

The following definition of duty is not intended to be a complete statement of all the circumstances in which a member of the Home Guard may be "on duty"; it shows when a member comes on duty in the most usual kind of case; and in particular that a member is not "on duty" when he is neither actually engaged in any authorized training or other duty of a military nature nor has arrived at the place where he is so engaged.

Definition:—

A member of the Force comes "on duty" at the time he reports at a place of assembly (e.g., unit headquarters, a post, a rendezvous, etc.) for the purpose of carrying out such military duty as may have been, or may be assigned to him by a superior officer, or when he begins to perform such a duty without being required to report to a place of assembly. A member will come "off duty" when he is dismissed by a superior officer at the completion of the duty, or any part of the duty assigned to him, or, where no superior officer is present, when he has completed the duty he has been ordered to perform.

Whether a man is in uniform is not usually material to the question whether he is on duty, but in all cases where a member will come into contact with the general public in exercise of his powers under the Defence Regulations he should be in uniform.

## 8. Mustering

(a) The order to muster referred to in the Defence (Home Guard) Regulations, 1940, para. 7 (see Appendix I (i)) will be issued by the C.-in-C., Home Forces, or by commanders to whom this authority may be delegated by him. The order will be passed through the usual channels to Home Guard platoons. Home Guard platoon commanders are responsible for seeing that each member of their platoon is informed of the order.

A member of the Home Guard may be required to serve continuously and to live away from his home during a period



during which the platoon or other part of the Home Guard to which he belongs is mustered for the purpose of resisting an actual or apprehended invasion.

On the order to muster being given, every member of the Home Guard will perform as much duty and at such place as may be required of him by his unit commander irrespective of the number of hours involved.

On the other hand, a unit commander when deciding what duty is required of each man, must be guided by the civil employment of the man. In cases such as those of government departments, public utility, railway, factory and similar detachments recruited from men who are doing vital war work, or of individual members of the Home Guard engaged on comparable work or in the care of livestock, the unit commander is responsible that the views of the managements or employers concerned are obtained and fully considered before issuing orders which would involve men leaving important civil work immediately the order to muster is given.

(b) The position of every member of the Home Guard will be ascertained and recorded by his company commander who will prepare lists showing :—

i. Those Home Guard members who will be available immediately on mustering ;

ii. Those who will not be available till a later stage owing to the importance of their civil duties.

In cases of doubt whether a man should be included in List i. or ii., the manager of the local employment exchange may be consulted. When the employees of government departments are affected, the matter will be decided by the officer designated by the department concerned for this purpose.

(c) Each man will be warned whether he is :—

i. to report immediately for duty on mustering (being stood down later when his continued presence is no longer required) or

ii. to report to his platoon or other headquarters, for orders, as soon as his civil employment permits. In any case he must report in person or through some responsible official within 48 hours when he will be told, according to the operational situation at the time, whether to parade for duty or to continue his civil employment for a further period.

## 9. Employment

The Home Guard will be employed in accordance with instructions issued from time to time by the C.-in-C., Home Forces (or the G.O.C.-in-C., A.A. Command, in respect of the units under his command) and with local defence schemes prepared under their instructions. The tasks of the Home Guard are in this way co-ordinated with those of other military forces in Great Britain.

The principal tasks on which the Home Guard is likely to be employed are :—

### (a) Before invasion

- i. The protection of selected vulnerable points such as certain factories, points on railways, Post Office installations, or Government offices.
- ii. Reporting to the Police suspicious incidents or the presence of suspicious persons in their neighbourhood. This duty involves observation, but not investigation, which is the responsibility of the Police.
- iii. Assistance to Civil Defence authorities, both during normal times in routine duties and during and after heavy raiding. (All such assistance will be carried out as an operational duty and members of the Home Guard will act under their own commander.)

### (b) During invasion

- i. Defending their own towns and villages so as to prevent or delay enemy road movements.
- ii. The formation of reconnaissance patrols, and in certain districts offensive patrols, provided that these are not at the expense of the defence of localities.
- iii. The formation in certain cases of special mobile units with a counter attack role. Permission for the formation of each mobile unit must be obtained from G.H.Q., Home Forces.
- iv. Observation and the prompt and accurate reporting of information to the nearest military commander.
- v. Providing guides for military parties.
- vi. Co-operation with the Regular Army in petrol immobilization measures.
- vii. Certain other duties (e.g. traffic control, manning of coastal batteries, etc.) in accordance with instructions issued from time to time by G.H.Q., Home Forces.
- viii. Execution of duties given under para. (a) above.

## 10. Organization

(a) The Home Guard will normally be organized as infantry. Authority for the formation of new units involving an increase in numbers will be given by the War Office on the recommendation of the C.-in-C., Home Forces or the G.O.C.-in-C., A.A. Command. Where no increase in numbers is involved, the authority will be given by the C.-in-C., Home Forces, or the G.O.C.-in-C., A.A. Command.

(b) The Home Guard is organized within military districts and areas.



(c) Each military district or area may include one or more Home Guard zones or groups under a commander. As a rule, there will be one zone or group in each county, but if the G.O.C.-in-C.\* so decides, two or more zones or groups may be formed in a county.

(d) Each zone (or group) will comprise two or more battalions.† The battalion is the basic unit of the Home Guard, and is the "unit" for the purposes defined in other regulations applicable to the Home Guard.

(e) Battalions will be sub-divided into companies, companies into platoons, and platoons into sections on a normal basis of four companies to a battalion, four platoons to a company, and four sections to a platoon. A section will normally consist of 25 men and may be sub-divided into squads each under a leader.

(f) There is, however, no fixed establishment, either for sub-units or for the number of sub-units within a battalion.

(g) The size of battalion headquarters, and of zone or group headquarters will depend on local requirements and on the volume of work to be handled.

(h) Local considerations must determine the details of organization in each case.

## 11. Chain of command

The chain of command of Home Guard units, for purposes other than operations, training and local administration (see para. 4 (d)), will be from district or area through group to battalions.

The chain of command for operational and training purposes will be decided by the G.O.C.-in-C.

Certain government departments, railway companies, public utility undertakings and factories of national importance are permitted to form special Home Guard detachments primarily for the protection of their undertakings. These detachments, however, will normally form sub-units of the local Home Guard battalion and their employment on their special tasks will be co-ordinated with local defence schemes by the military commanders concerned.

## 12. Relationship with the Army Cadet Force

T.A. Associations are authorized to sanction the affiliation of Army cadet units to the local unit of the Home Guard. Affiliations are only made to companies or battalions of the Home Guard, although with the agreement of all concerned sanction may be given for the affiliation of an Army cadet battalion

headquarters to a Home Guard zone headquarters, if the local conditions make such affiliation desirable. All affiliations must have the permission of the O.C. the Home Guard unit concerned.

The object of affiliation is to ensure a close connection between Home Guard units and their affiliated Army cadet units, in order to enable the latter to profit by assistance and advice in instruction and training. In particular, Army cadet units should be given facilities for using such equipment as can be made available and is necessary for their syllabus of training. The efficient training of its affiliated Army cadet unit is a direct benefit to the Home Guard unit because such cadets may become members of the Home Guard on reaching the required age.

Army Cadets, on reaching the age of 17 years are expected to join the Home Guard. Home Guard commanders will, however, ensure that as long as such cadets do their full share of cadet work, they will be allowed to concentrate on this. They will only be called upon by the Home Guard to do operational duty and training for their operational role. Their normal training will be obtained in the course of their cadet work.

Where numbers permit, such senior members of a Service Cadet Corps or other recognized youth organization will be permitted to form self-contained sub-units in the Home Guard.

The responsibility for training The Army Cadet Force rests with Commands who, in turn, may delegate this responsibility to lower formations. The County Cadet Colonel Commandant is responsible for the supervision of the training within the cadet units under his jurisdiction, subject to the instructions issued by the Military Commanders. The Colonel Commandant is also responsible for close liaison with the Home Guard and the formation responsible for training. Officers and other ranks of the Home Guard may be seconded for duty with a cadet unit. Such seconded officers and other ranks will only be required to attend Home Guard parades for operational exercises or in the event of actual operations. Another officer or other rank can be promoted to fill vacancies so created. Cadet commissions, valid on cadet duty, may be granted to members of the Home Guard who do not hold commissioned rank.

Officers and other ranks seconded to The Army Cadet Force will wear Home Guard clothing on cadet parades and duties, but those other ranks holding commissioned rank in The Army Cadet Force may be issued with an additional battle dress blouse from Army cadet sources. Officers and other ranks of the Home Guard, acting as Army cadet officers, will be treated financially as cadet officers and not as Home Guard officers, when employed on cadet duties.

\* In these regulations the term G.O.C.-in-C. will be taken to include also the G.O.C. London District.

† If only one battalion is concerned, separate zone and battalion headquarters will not be authorized.



## SECTION II.—RANKS AND APPOINTMENTS

### 13. Officers

#### (a) Commanders

The higher appointments of the Home Guard and the rank appropriate to such appointments are as follows :—

Zone Commander or Adviser	...	...	Colonel
Group Commander	...	...	Colonel

Home Guard zone and group commanders are only appointed when considered necessary by the G.O.C.-in-C. of the command (see para. 10).

#### (b) Staff officers

The G.Os.C. in-C. will arrange for the provision of suitable staff and other officers for the headquarters of zones and groups at which they are required.

Not more than one officer of the rank of lieutenant-colonel will be allowed at the headquarters of a zone or group without reference to the War Office.

#### (c) Regimental officers

There is no fixed establishment of officers in a battalion, but the numbers required will be fixed by the military, district or equivalent commander, subject to any instructions laid down by the G.O.C.-in-C. of the command and in accordance with the geographical and occupational conditions of the district.

Commissions are granted under an Order in Council, which is reproduced at Appendix II. Any other form of commission held by officers so appointed will be regarded as being in abeyance when they are serving with the Home Guard.

(d) As a general rule officers holding appointments in battalions of the Home Guard will be promoted or appointed to the rank appropriate to the appointment they hold, as shown in the following table :—

Battalion commander	...	Lieutenant-colonel
2nd in command	...	Major
Company commander	...	Major
2nd in command company	...	Captain
Platoon commander	...	Lieutenant
Platoon officer	...	Second-lieutenant*

In cases where a platoon commander does not wish to accept a commission, he may be appointed in the rank of warrant officer, Class II, and a second-in-command may be appointed to such platoons in the rank of serjeant.

(e) Additional appointments in battalions of officers for special duties may be authorized by the G.O.C.-in-C

\*Second lieutenants with 18 months' satisfactory commissioned service in the Home Guard may be promoted lieutenant.

(f) Candidates for commissions must be serving members of the Home Guard. They must normally be British subjects whose fathers are British subjects by birth or naturalization.

In special cases subjects of Allied or Neutral states may be commissioned by War Office authority on the recommendation of the G.O.C.-in-C., and unless special circumstances exist should have not less than six months' service in H.M. forces (including the Home Guard) since 3rd September, 1939.

(g) All promotions and appointments to the rank of lieutenant-colonel and above will be submitted by the G.O.C.-in-C. to the War Office for approval, and will be notified in War Office Orders. The G.O.C.-in-C. will approve promotions and appointments up to and including the rank of major, and will notify them in command orders, regimental and extra regimental appointments being shown separately. Such promotions and appointments will be notified to the War Office.

(h) The above ranks and appointments carry no financial benefits beyond the normal general provision for the Home Guard.

### 14. Age limit—Officers

The age limit for appointment to a Home Guard commission will be 65 years, but in exceptional cases the G.O.C.-in-C. may recommend to the War Office the appointment of an officer over that age to be a battalion commander or above.

No officer over the age of 65 years will be given an appointment below that of battalion commander or equivalent unless the military commander is satisfied that no other suitable officer is available.

In all cases where an officer over the age of 65 years is serving in the Home Guard, the appointment will be reviewed every six months.

The same policy will be followed by G.Os.C.-in-C. in regard to officers below the rank of lieutenant-colonel.

### 15. Medical standard—Officers

No medical standard is laid down, but officers must have a sufficient degree of mental and physical fitness to carry out their role. In doubtful cases a medical certificate will be required. The certificate of a private medical practitioner may be accepted.

In the case of battalion commanders, mental rather than physical condition will be the governing factor, particularly where they have no operational role.

### 16. Relinquishment of commissions

A Home Guard commission is relinquished automatically when an officer vacates an appointment.

### 17. Warrant officers and N.C.Os.

(a) Warrant officer and non-commissioned rank will be granted on the scale and under the conditions set out below.



There will be no fixed establishment, as the numbers required will depend on local conditions, but the following scale is given as a guide :—

*For each battalion headquarters*

- 1 warrant officer, Class I (regimental serjeant-major)
- 1 warrant officer, Class II (regimental quarter-master-serjeant)
- 1 colour serjeant (orderly-room serjeant)
- 4 serjeants
- 4 corporals

*Each company headquarters*

- 1 warrant officer, Class II (company serjeant-major)
- 1 colour serjeant (company quarter-master-serjeant)
- 1 corporal

*Each platoon headquarters*

- 1 serjeant
- 1 corporal

*Each section headquarters*

- 1 serjeant
- 1 corporal

*In each squad*

- 1 corporal

Lance-corporals may be appointed on a scale of one to each ten privates.

(b) The above ranks and appointments will carry no financial benefits beyond the normal general provision for the Home Guard.

(c) Candidates for promotion to the rank of warrant officer, Class I, will be recommended by Os.C. battalions and approved by zone or group commanders.

Candidates for promotion and appointment to the rank of serjeant and above, excluding warrant officer, Class I, will be appointed by Os.C. battalions.

Promotions and appointments to ranks below serjeant will be carried out by company commanders.

(d) A warrant officer or N.C.O. may, with the consent of the authority authorized to appoint him to that rank, resign his appointment and revert to a lower rank.

### SECTION III.—ENROLMENT, EXTENSION, TRANSFER AND DISCHARGE

#### 18. Compulsory enrolment

(a) Compulsory enrolment in the Home Guard is applicable to the whole of the United Kingdom, including the Isle of Man. The numbers to be enrolled in particular areas will be decided

from time to time by the Army Council and the Minister of Labour and National Service on the recommendation of the C.-in-C., Home Forces, who will on making his recommendations specify the regions or parts of them in which compulsory enrolment is to take place.

(b) The Ministry of Labour and National Service will be responsible for the selection of men to be enrolled and for directing them to present themselves for enrolment when and where they are required. Men selected will be British male subjects.

(c) The procedure for enrolment is as follows :—

i. The National Service officers at the local offices of the Ministry of Labour and National Service will direct the selected men to report at a certain date and time to the local Home Guard unit for enrolment and will notify the unit of particulars of men who have been so directed.

ii. The Ministry of Labour and National Service will deal with all claims for exemption on grounds of conscientious objection or on medical grounds before enrolment. If after enrolment a man is found, on examination by the Home Guard battalion medical officer, to be medically unsuitable for the Home Guard, he will be discharged "medically unfit."

Cases in which the medical unfitness results from Home Guard service will be dealt with under the procedure laid down in para. 22.

iii. The Ministry of Labour and National Service will be responsible for consulting the police regarding the suitability of the men whom it is proposed to enrol.

iv. Each man directed to enrol in the Home Guard will have the right of appeal to a tribunal for the withdrawal or modification of the direction. These appeals will be dealt with by the Ministry of Labour and National Service before the names of the men to be enrolled are notified to the Home Guard unit under para. (c) i., above.

v. The Home Guard unit will be responsible for enrolling the men as laid down in para. 19 (d), and for reporting to the local office of the Ministry of Labour and National Service if any men do not report as directed.

vi. The provisions of para. 19, sub-para. (b) i. and ii. will apply to compulsorily enrolled members of the Home Guard.

#### 19. Voluntary enrolment

(a) In order to be eligible for enrolment, a candidate must be :—

- i. Between the ages of 17 and 65 years ;



- ii. Of reasonable physical fitness, and
- iii. Either a British subject by birth or naturalization or a national, by birth, of an Allied or Neutral state and who is vouched for by the chief constable of the county or borough in which he resides.

The following applicants will *not* be eligible for enrolment :—

A British subject or a national of an Allied or Neutral state who also possesses the nationality of a state at war with Britain ;

A national of an Allied or Neutral state who is married to a woman who possessed at birth the nationality of a state at war with Britain.

Where, however, applicants described as above served with the British forces in the last war, particulars may be submitted for consideration by the Under-Secretary of State for War through the normal military channels, giving the period of such service and full regimental particulars. In the case of other ranks, the information on the applicant's discharge certificate will normally be sufficient.

(b) Candidates will, subject to the following conditions, engage for service in the Home Guard for a period not exceeding the duration of the war :—

i. The service of a member of the Home Guard may be terminated at any time in accordance with instructions issued by, or on behalf of, the Army Council.

ii. Enrolment in the Home Guard does not exempt a man from liability to register and to be called up under the provisions of the National Service (Armed Forces) Acts.

(c) In all cases applicants will be required to register at their local police station. Subject to the instructions below, the company commander will select, from the list of applicants maintained by the local police authority, those who are acceptable for service. Until a man has been accepted, he will not be issued with clothing or equipment or be called on to perform duty. A waiting list of applicants will be maintained at police stations for units which are up to strength.

Company commanders must, before enrolling candidates who have not already registered their names at a police station, send A.Fs. W3066 to the local police authority (whether the certificate of acceptance has been signed or not) with a covering letter in the following terms :—

"The enclosed A.Fs. W3066 relate to men who have not registered their names at a police station."

(d) Enrolment will be carried out by the company commander on A.Fs. W3066 and the battalion commander will be the accepting authority. In no circumstances will the enrolment form be

endorsed to indicate that the man is only required for limited duties as such enrolments are irregular.

Enrolment of boys under the age of 17 years is forbidden, except when special authority has been given by the War Office.

In the event of the discovery of the enrolment of a boy under the age of 17 years, steps will be taken for his immediate transfer, where possible, to The Army Cadet Force or alternatively a discharge will be granted by the battalion commander, except in the circumstances envisaged in para. 22.

(e) Applicants who are over the age limit for compulsory military service should be enrolled "for the duration of the war" or "until the age of 65 years," if near that age. In the case of men within the age limit for compulsory military service the period should be limited, i.e. "until called up for service."

(f) An applicant holding a commission will be informed that, if he is enrolled, his commission will be dormant for the period of his service in the Home Guard and that he will serve as a soldier and will be subject to military law as such.

(g) Where an applicant has been enrolled but is subsequently found to be ineligible because the requirements of sub-para. (a) iii. above are not fulfilled, he will be discharged immediately under the heading "Services no longer required. Surplus to requirements."

(h) Service will be calculated from the date on which the candidate is accepted on A.F. W3066 by the battalion commander.

(i) When enrolled the applicant's civilian identity card will be stamped in accordance with para. 48.

## 20. Extension

In exceptional cases a zone or group commander may authorize the continuance in the Home Guard beyond the age of 65 years of a member of the Home Guard if, in his opinion :—

(a) He is both mentally and physically fit to carry out his duties both before and during an emergency, and

(b) his retention would be to the advantage of the unit.

Extensions will be authorized for a period not exceeding six months at one time and will be notified on Part II Orders of the unit. (See also para. 14 regarding officers.)

A member of the Home Guard whose period of service is extended beyond the age of 65 years and his dependants, will be entitled in the event of injury, disability or death attributable to Home Guard duty, to the same financial benefits as are available to a member below the age of 65 years.

## 21. Transfer

(a) A member who moves his place of residence or business to a distance which precludes him from remaining a member



of his original unit will, subject to his right to apply for discharge under the conditions laid down in para. 22, be transferred to the Home Guard unit nearest his new home under the following conditions :—

- i. The unit commander will report, in writing, the member's move to the T.A. Association stating, if possible, the place to which he has moved, and will forward with the report A.F. H1158 (receipt for clothing and equipment) or statement showing items in the member's possession. The unit's clothing and equipment ledger will be adjusted accordingly.
  - ii. Before leaving his unit, the man will be ordered to report within seven days of his arrival in the new area to the nearest Home Guard unit. This unit will report his arrival in Part II Orders, and send copies to the man's late T.A. Association and unit. On receipt of this Part II Order the T.A. Association administering the original unit will forward A.Fs. W3066 and H1158 (or equivalent statement) to the T.A. Association administering the new unit, and will at the same time effect the transfer of clothing and equipment mentioned in para. v below. The original unit will publish a Part II Order showing the effective date of transfer.
  - iii. If no Part II Order from the new unit arrives within one month of the man leaving the old unit, the commander of the old unit will give particulars to the police and ask them to trace him. The unit commander will keep the T.A. Association informed of all action taken.
  - iv. The unit commander at the member's new location will accept him even if he has no vacancies. The transferred member will be borne on the unit's strength until the first vacancy occurs.
  - v. The man on transfer will take with him all personal clothing and equipment, with which he has been issued, but the cap badge, if not appropriate to the member's new unit, will be handed in by the member before leaving his old unit.
- (b) In the event of deficiencies in the clothing and equipment transferred, proof that the man was issued with the articles will be furnished by the original unit to the T.A. Association administering that unit and adjustments will be made between the Associations concerned.
- (c) If the member is going to another place for a period not exceeding four months, no transfer will be effected, but he will be ordered to report to the commander of the nearest unit there, who will accept him as attached for the necessary period. His attachment will be published in Part II Orders, a copy of

which will be sent to his parent unit. Personal clothing and equipment will be taken, but will remain on the charge of the original unit. The member will retain any rank he may hold. Should the period extend over four months the procedure for transfer will then be carried out.

(d) An officer of the Home Guard who transfers will automatically relinquish his commission unless the commander of his new unit is willing to accept him in a commissioned rank. An officer who relinquishes his commission under this provision, or a warrant officer or N.C.O. who is transferred, will revert to the rank of private unless the commander of the new unit can, and is willing to, accept him in a higher rank.

(e) The O.C. the new unit will be responsible for carrying out the instructions laid down in para. 8 (b), irrespective of the list on which the man was placed in his original unit.

(f) Any action regarding a member's application for discharge on account of change of residence or business (see para. 22) will be taken by the O.C. of the member's new unit.

## 22. Discharge

### (a) General grounds

i. A member of the Home Guard (including an officer), whether voluntarily or compulsorily enrolled, may apply for his discharge for good reasons, such as changed conditions of employment or residence, ill-health or hardship. Discharges on these grounds will be authorized by the battalion commander, who will be responsible for notifying the local Ministry of Labour and National Service centre in cases where a man is within the age limits for registration under the National Service Acts.

Discharge from the Home Guard will not exempt a man from his obligation to perform part-time service in the Home Guard or elsewhere in accordance with the directions of the Ministry of Labour and National Service, subject to the usual rights of appeal to appropriate tribunals.

The competent authority to authorize discharge of all ranks below warrant officer Class I is the battalion commander. In the case of warrant officers Class I the zone or next superior commander is the competent authority.

The cause of discharge in every case will be shown as "Services no longer required" amplified by the appropriate expression, i.e. "surplus to requirements," "called up for army service," "medically unfit," as the case may be, except where discharge is for disciplinary reasons as laid down in paras. 31 and 32.

The special provisions for the deferment of discharge of men in receipt of disablement allowances apply to members of the Home Guard who become due for discharge for age. These provisions are laid down in Volume II.

No discharge certificate will be issued.

The discharge will be reported in Part II Orders and A.F. W3066 will be completed by the Secretary of the T.A. Association.



The stamp on the civil identity card will be cancelled in accordance with para. 48.

ii. If a member of the Home Guard who is due for discharge for any reason other than on his joining the Royal Navy, Army or Royal Air Force, is in receipt of disablement allowance, or has an outstanding claim to disablement allowance, the date of his discharge will be deferred.

This applies also to discharges on account of age, and (unless the member objects) to voluntary applications for discharge.

Boys under the age of 17 years who are in receipt of disablement allowance or who have outstanding claims will not be discharged from the Home Guard until they attain that age.

#### (b) Medical grounds

i. *Members of the Home Guard who are considered by their Home Guard commanders to be physically or mentally unfit for further service.*

These will be examined by a Home Guard medical officer, and if after examination he is satisfied that the member is unfit for further service, he will forward his recommendation for discharge to the battalion commander concerned. Discharge will then be authorized and carried out in accordance with sub-para. (a) i. above.

ii. *Members of the Home Guard who claim that they are physically unfit for further service.*

(1) They will be required to submit a medical certificate to their battalion commander, who will be advised regarding acceptance by the Home Guard medical officer.

(2) If the Home Guard medical officer agrees with the opinion recorded on the certificate, discharge will be authorized and carried out as in sub-para. (b) i. above.

(3) If the Home Guard medical officer wishes further information on the case he may communicate with the civilian medical practitioner and discuss it with him.

(4) If the Home Guard medical officer is in doubt regarding fitness for further service, he will advise examination by a medical board, which, at the request of the battalion commander, will be convened by the A.D.M.S. of the district or area concerned. The proceedings of the board will be recorded on A.F. A2.

iii. The standard of physical fitness will be that laid down in "Instructions for the Guidance of Medical Boards under the National Service (Armed Forces) Acts, M.R.B. 1, Home Guard Supplement."

iv. A member of the Home Guard who is in receipt of or is eligible for disablement allowance and has not yet attained the age of 17 years, will not be discharged until he attains that age.

v. If the question of disablement allowance arises, the member will not be discharged until the period referred to in para. iv. above has expired. While awaiting discharge he will not be required to perform Home Guard duty.

*Note.*—"Home Guard medical officer" referred to above includes zone medical advisers, battalion and sub-unit medical officers.

## SECTION IV.—DOCUMENTATION AND RECORDS

### 23. Documents

The only document to be maintained in respect of each officer and other rank is the enrolment form (A.F. W3066). T.A. Associations will be responsible for the custody of all A.Fs. W3066.

When a Home Guard member's enrolment form is completed, the company commander will enter such extracts therefrom as are necessary in his company record book, and will then forward the form to the T.A. Association concerned.

Any further particulars or records affecting members of the Home Guard will be entered into a company record book to be kept by the company commander and, where necessary, extracts from these books will be entered on the Home Guard member's enrolment form, by notification in Part II Orders (*see* para. 25).

In the event of the company being disbanded, the company commander will forward all company record books to the T.A. Association for custody, pending instructions for ultimate disposal.

T.A. Associations cease to be responsible for A.Fs. W3066, etc., of discharged and deceased members of the Home Guard where such documents are transferred to the Ministry of Pensions in connection with pension claims.

Associations may as desired keep extracts from such documents for record purposes.

### 24. Delegation of powers by battalion commanders

Battalion commanders may, in order to give them more time for the training of their units, delegate authority to the second-in-command to sign all documents and claims which are required to be signed by the battalion commander. Included in such documents and claims are :—

Certificate of acceptance on enrolment forms (A.F. W3066), summary of claims for subsistence allowance (Appendix VI, Form B).



Claims for :—Travelling expenses and allowances ; compensation for loss of earnings ; disability ; damage to or loss of spectacles, dentures, etc. ; maintenance grant for mounted patrols.

Certificate in regard to respirator spectacles.

Similar delegation of authority may, by previous arrangement with the bank concerned, be made for the signing of all cheques drawn on the battalion imprest account and the battalion fund account.

Such delegation of authority will not, however, relieve the battalion commander of his financial responsibility for the funds.

## 25. Part II Orders

Part II Orders covering both officers and other ranks and in the form given in Appendix III will be published, as and when casualties occur, by the O.C. the company (who will retain a copy) to the O.C. the battalion. The O.C. the battalion will send them to the T.A. Association holding the A.Fs. W3066 of the unit, after taking any extract he considers necessary.

On receipt, the T.A. Association will make the necessary entries on the A.Fs. W3066 of the personnel concerned.

The orders will be numbered consecutively throughout the year beginning on 1st January, and each item will be given a sub-number.

It is not considered necessary to lay down any specific dates for the publishing of these orders. "Nil" orders will *not* be published.

Casualties will be reported in Part II Orders under the following headings :—

- (a) Discharge.
- (b) Transfer.
- (c) Promotion or reversion.
- (d) *Casualties due to enemy action*, i.e. killed, died of wounds, wounded, missing.

*Non-battle casualties*, i.e. death by injury or from illness contracted while on duty ; hospital admissions due to accidental injuries or illness contracted while on duty.

- (e) Extension of service over the age limit.
- (f) Appointment to commission of men serving in the ranks.
- (g) Special instances of gallant conduct.

Examples of how to report the above casualties are included in Appendix III.

## 26. Army forms and books

A list of army forms and books approved for use by the Home Guard is shown in Appendix VII.

Units will obtain items included in this list direct from the appropriate Army Forms Depot except where otherwise directed. Indents will be submitted on A.F. L1350 (one copy only). Demands will be made for the minimum quantities to meet essential requirements and in no case will exceed a two months' supply.

Indents for books and forms not included in the list will be made only in exceptional circumstances and will be accompanied by a statement explaining for what purpose the items are required.

Battalion commanders may hold stocks of the under-mentioned army forms required for use in the first three weeks of mustering, viz. :—

A.Fs. G980, 985, 994, 1033, 1045, 1063, I1209, L1391, P1925.

## SECTION V.—CASUALTIES

### 27. Action before mustering

(a) When a member of the Home Guard sustains a wound or injury in the course of his duties a report will at once be made through his section commander to his battalion commander, whether or not he is incapacitated as a result. Failure to report may lead to difficulties in the event of a subsequent claim to disablement allowance, pension, or other award.

The battalion commander will then arrange for the completion of a statement setting out :—

- i. The date and place of the occurrence.
- ii. The nature of the wound or injury.
- iii. The exact circumstances in which it was sustained.
- iv. Whether the member was on duty at the time, and if so, the nature of the duty he was performing.
- v. Whether there was any contributory negligence or misconduct on the part of the member.
- vi. Whether the member's account of the occurrence is corroborated, and if so, by whom.

The battalion commander should make enquiry into any matters in doubt, and add any necessary remarks to the statement which he will then certify. This statement will also be completed in all fatal cases.



The completed statement will be attached to the member's enrolment form and the casualty entered on that form.

(b) T.A. Associations will :—

- i. Keep a record of killed and wounded while on duty, and of admissions to hospital from duty, with the name of the hospital.
- ii. Notify the Under-Secretary of State, The War Office (as in para. 28 (b) (iv)).
- iii. Render a numerical return for each month to reach the Under-Secretary of State, The War Office (Casualties) Blue Coat School, Liverpool, 15, not later than the 14th of the month following, showing numbers only of casualties during the previous month among members of units administered by the Association. These returns will detail the number of casualties under the following headings

*Casualties due to enemy action*

Killed.	Wounded.
Died of wounds.	Missing.

*Non-battle casualties*

Death by injury or illness contracted while on duty.

Hospital admissions due to accidental injuries sustained while on duty or illness contracted while on duty.

(c) When members of the Home Guard are killed or wounded, or are admitted to hospital as a result of wounds or injury sustained in the course of duty, or illness contracted while on duty, the company commander will be responsible for ensuring that the next-of-kin is aware of the casualty.

(d) *Personal effects.*—The unit or sub-unit commander of a member of the Home Guard killed in action will send any personal effects in possession of the member to the next-of-kin shown on A.F. W3066.

(e) *Sums due to the estate of deceased members of the Home Guard.*—When a member of the Home Guard dies, any sums due to his estate in respect of claims resulting from his Home Guard duties may be paid by the commander of the unit to the recorded next-of-kin of the deceased. Payment may be made both when the deceased claimed the money before death and when claims are made later by a third party and are substantiated. Where there is doubt whether the recorded next-of-kin is the person who is legally entitled to the estate of the deceased member, the case should be referred to the Under-Secretary of State. The War Office (Effects), Blue Coat School, Liverpool, 15, for advice regarding the person to whom payment should be made.

**26. Action after mustering**

(a) *By units and sub-units*

i. National Registration Identity numbers must be quoted on all casualty reports.

ii. Serious casualties (i.e. killed, whether in battle or accidentally; wounded; died of wounds; accidentally injured; or missing) will be reported by the local Home Guard company commander—or the battalion commander in the case of a special unit—to the T.A. Association which administers them. (In the case of a few T.A. Associations the notification will be made to a special casualty reporting centre. Home Guard units affected have been informed of the address of the centre.) The reports, collated under headings killed, died of wounds, wounded, missing, will be made out in duplicate, the duplicate copy being retained by the unit or sub-unit. A.F. W3011C will be used for this purpose except that officer casualties will be reported separately on A.F. W3010C. Nil reports will not be rendered, but serial numbers will be employed to ensure continuity.

iii. Where circumstances permit Part II Orders will continue to be made out and will be forwarded to the T.A. Association, in order that A.F. W3066 may be kept up-to-date.

iv. In order to avoid unnecessary anxiety to relatives caused by inaccurate reports in cases of killed or missing personnel, some documentary evidence should be submitted by battalion or company commanders particularly when there is reason to believe capture by the enemy; e.g. a brief report from someone having *first hand* knowledge of the circumstances would be evidence of very great value.

v. As soon as practicable action will be taken as in para. 27, sub-para. (d) and (e).

(b) *By T.A. Associations or Casualty Reporting Centre.*

i. National Registration Identity numbers must be quoted on all casualty reports.

ii. On receipt of casualty reports (A.F. W3011C or W3010C) from Home Guard commanders the Association will enter details of the casualty concerned on A.F. W3040. This form, which will be kept in alphabetical collation for the county (not for battalions), will not be made out until the initial casualty is reported, but all subsequent casualties, admissions to hospitals, etc., will be entered on this form.

iii. All casualties will be reported daily to the Under-Secretary of State, The War Office (Casualties), Blue Coat School, Liverpool, 15, on A.F. W3016, serial numbers being employed each day to ensure continuity. A duplicate copy will be kept by the T.A. Association.

iv. All deaths will be reported on A.F. B2090, to the Under-Secretary of State, The War Office (C.3.A.L.), London, in the case



of officers and to the Under-Secretary of State, The War Office (Effects), Blue Coat School, Liverpool, 15, for other ranks.

v. T.A. Associations will notify the next-of-kin officially of serious casualties, i.e. killed, died of wounds, wounded, missing, using A.F. B104/82 (death), B104/81 (wounded), and B104/83 (missing), as may be appropriate. A record of despatch of such notification must be entered on A.F. W3040. The duty of establishing whether missing men are prisoners of war, presumed dead, etc., rests with the War Office casualty branch, to which branch, addressed as in sub-para. iii, above, any additional information obtainable after the initial report should be forwarded.

The notification on A.F. B104 will be dated and be endorsed "casualty arising after Home Guard was mustered," the endorsement being signed by the officer issuing the form. A.F. B104, which was designed for Regular Army use, must be adapted to make clear that it is issued by a T.A. Association or Casualty Reporting Centre. The words "Record Office," "Officer-in-Charge of Records" and "from the War Office" will be *deleted*. The address of Effects Branch on the back of A.F. B104/82 should be amended to read "Blue Coat School, Church Road, Liverpool, 15."

Casualties in respect of missing personnel will be notified to the regimental paymaster concerned. Fatal casualties will be notified both to the regimental paymaster and to the Ministry of Pensions, Norcross, Blackpool, Lancs.

A copy of a leaflet giving guidance to dependants, in cases where Home Guard personnel are reported killed or missing, will be sent to the dependant with the notification of casualty (A.F. B104).

When an Association receives a notification that a member is a prisoner of war they will notify the fact to the regimental paymaster, and at the same time inform the latter of any loss of earnings payments (date of first payment and total sum) which have been made since mustering. If no payments have been made this fact will be stated.

vi. On receipt of the notification of casualties to the Army as distinct from Home Guard personnel (e.g. adjutants and P.S.Is.) T.A. Associations will notify the War Office casualty branch in respect of officers, or the appropriate record office in the case of other ranks, who will send the official notification to the next-of-kin.

## 29. Registration of War Graves

### When not mustered

1. (a) Burials of all members of the Home Guard, the cause of whose death appears to come under the headings detailed in sub-para. (b) below (irrespective of whether a claim to pension has been made or, if made, rejected), will be reported by units

through T.A. Associations (in manuscript, one copy only) to the Director-General of Graves Registration and Enquiries, War Office (A.G.13), Wooburn House, Wooburn Green, High Wycombe, Bucks, in the form given in Appendix IX, with a view to a decision whether the graves may be registered as war graves. The decision will be notified by the Director-General of Graves Registration and Enquiries to the T.A. Association who will inform the unit.

(b) Burials in respect of deaths which appear to fall under the following heads will be reported :—

- i. is killed while on Home Guard duty,
- ii. dies as a result of injuries sustained while on Home Guard duty, or
- iii. dies as a result of sickness considered to be attributable to Home Guard duty.

Where an injury or disease is not connected with Home Guard duty, registration of a grave as a war grave cannot be made, irrespective of whether death occurred on duty or otherwise; but in any case the decision whether any grave shall be registered as a war grave rests with the Director-General of Graves Registration and Enquiries. Doubtful cases will be dealt with as in sub-para. (a) above.

### When mustered

2. (a) In all cases where the individual is mustered and dies as a result of active service (whether as a battle casualty, or through accident or sickness) the grave is eligible for registration as a war grave.

(b) The burial will be reported on Burial Return A.F. W3314 or W3314A (multiple) and the following instructions will be observed :—

- i. The return will be prepared in duplicate by the O.C. unit, chaplain, or officer i/c burial party who conducts the burial.
- ii. One copy will be sent direct to the Director-General of Graves Registration and Enquiries, War Office (A.G.13) and the duplicate to Headquarters "A" Branch of the command concerned.
- iii. The notes on the form regarding effects and crosses will be ignored, as also footnote 2 regarding distribution. A.Fs. W3314 and W3314A will be issued by commands as and when necessary, and units should not indent for them.

The registration of a grave as a war grave does not give or affect entitlement to a pension nor does the grant of a pension necessarily imply that a grave shall be registered as a war grave.



The registration of a grave as a war grave means that it can be marked with a temporary wooden cross and can thenceforth come under the care and maintenance of the Imperial War Graves Commission.

As soon as circumstances permit a headstone of the same pattern as used in the last war can be erected at the Commission's expense irrespective of whether the burial had been carried out by the Home Guard unit or by the relatives. It should be understood that there is no desire to interfere with the free choice of the relatives of the deceased regarding burial in a private or family grave, with a private headstone, but they should know that a "war grave" can be suitably commemorated by the Imperial War Graves Commission without cost to themselves. All war graves will be recorded in the registers of the Imperial War Graves Commission.

## SECTION VI.—COMMAND AND PRECEDENCE

### 30. Officers

(a) The precedence of officers of the Home Guard is determined by their rank in the Home Guard and the date of appointment to that rank in the force. Where officers in the same unit are of the same rank and appointed to that rank on the same date precedence is determined by the order in which their names appear in the Home Guard List.

When serving with members of the Regular Forces of the Army (or with members of the reserve or auxiliary forces who have been recalled to Army service or embodied) officers of the Home Guard will take rank and precedence below officers of Regular, reserve and auxiliary forces of corresponding rank. The exercise of powers of command in relation to personnel of such forces will be subject to the conditions as laid down in King's Regulations, 1940, para. 192A. (See Appendix IV.)

Officers of the regular forces (or of reserve or auxiliary forces when recalled to service or embodied) of the arms referred to in King's Regulations, 1940, para. 188 (see Appendix IV), may at any time be called upon by military formation, area or sub-area commanders to exercise command over officers of the same or junior rank and over all other ranks of the Home Guard, provided that exception may be made and such officers irrespective of seniority of rank may be specially placed in command of bodies of the Home Guard.

### Warrant officers and non-commissioned officers

(b) The precedence of warrant officers and N.C.Os. is determined by their rank in the Home Guard and the date of appointment to that rank in the force. Where warrant officers and N.C.Os. in the same unit are of the same rank and appointed

to that rank on the same date, precedence is determined by the order in which their names are published in Part II Orders.

### Power of command within the Home Guard

(c) The power of command to be exercised in relation to military duty by officers, warrant officers and N.C.Os. of the Home Guard will extend over all such other members as are junior in rank or in seniority.

## SECTION VII.—DISCIPLINE

### 31. General

(a) The Home Guard is subject to military law under the provisions of the Army Act, Section 175 (7A) (officers) and Section 176(8B) (other ranks). (See Appendix VIII for extracts from the Army Act, Sections 175 and 176.) Military offences committed while on duty may be dealt with by Field General Court Martial, authority for which must first be obtained from the G.O.C.-in-C.

A C.O. has no power to award summary punishments to a member of the Home Guard except when that part of the Home Guard to which the member belongs is mustered.

(b) Except when he is mustered (when sub-para. (c) below applies), a member of the Home Guard who, without reasonable excuse, absents himself from parade or duty, will be liable on summary conviction by a civil court to a fine not exceeding £10 or a term of imprisonment not exceeding one month, or both. (See para. 5 of The Defence (Home Guard) Regulations, 1940—Appendix I (i).)

No proceedings will, however, be instituted without the prior sanction of the commanders of corps districts, districts, areas and A.A. divisions, and in preparing the case for the consideration of one of the above commanders, Home Guard unit commanders will consult the representative of the Judge Advocate General's Department as ordered by the above-mentioned military commander. When so authorized, the facts will be reported to the local police with a view to the institution of proceedings under the Defence Regulations.

Should the police decide not to institute proceedings in a case referred to them under this sub-paragraph, a full report will be sent to the War Office.

(c) During the period in which the platoon or other part of the Home Guard to which the member belongs is mustered, all the provisions of the Army Act except Section 42 apply to him, including those relating to absence without leave and desertion. Failure to report on mustering will be dealt with under the Army Act, and not under sub-para. (b) above.



## 32. Disposal of unsuitable officers, warrant officers, and N.C.Os.

### I. Officers

(a) An officer who is found unsuitable owing to inefficiency or for reasons other than disciplinary will be given three months' notice of the termination of his appointment. As Home Guard commissions are granted in the appointment held they are automatically relinquished when the officer relinquishes such appointment. When this notice is given the officer may be ordered not to perform any duty. Another officer may immediately be commissioned or promoted to fill the vacancy even though this will involve an additional officer being commissioned for a period of three months.

(b) When the competent authority gives his decision, he will also say whether he wishes the officer to remain in the Home Guard in a lower, or the lowest rank, or whether he wishes him to be discharged.

(c) i. Where, in disciplinary cases, it is desired to terminate the officer's services immediately, a notice will be published in War Office Orders, Part III, or Command Orders to the effect that the officer concerned has relinquished his appointment, and thus relinquishes his commission. In these cases discharge may be carried out in accordance with the instructions in para. 22.

The competent authority to decide in all cases will be :—

Officers of the rank of lieutenant-colonel and above—the War Office.

Officers of the rank of major and below—the G.O.C.-in-C.

Reports will be made in manuscript and sent to the authority named above through the usual channels, each superior commander adding his recommendation.

ii. The form of notification in Command Orders will be as follows :—

For officers whose appointment is terminated for reasons other than disciplinary.

" .....relinquishes appointment as.....with effect from .....on termination of the necessary period of notice, and reverts to the status of....."

For officers whose appointment is terminated for disciplinary reasons.

" .....relinquishes appointment as.....with effect from .....his services as an officer... being no longer required."

Officers adversely reported upon and who are recommended for removal under either paras. (a) or (b) above will invariably be shown the report and given the opportunity for making any statement they may wish.

(d) i. Where officers are convicted in the civil courts of a serious offence, battalion commanders, or the next higher commander in the case of battalion commanders, will send a report through the usual channels to the superior authority mentioned in sub-para. (c) i., with a recommendation whether membership of the Home Guard is to be terminated. Convictions for minor offences, e.g. parking offences, exceeding the speed limit in built-up areas, etc., will *not* be reported.

ii. If it is decided that an officer should relinquish his appointment the decision will be published in War Office or Command Orders showing the officer as relinquishing his appointment "on conviction by the Civil Power". In all cases the G.O.C.-in-C. will decide whether the ex-officer's membership of the Home Guard is to be terminated.

iii. A district or equivalent commander, in the case of officers of the rank of lieutenant-colonel or above, or a battalion commander in respect of officers below the rank of lieutenant-colonel will on being notified that a serious charge has been preferred against an officer in a civil court suspend that officer from duty and training pending the decision of the court.

iv. If a serious case only comes to notice after conviction the officer will be suspended from duty and training and a report made, as set out in para. 1., whether or not an appeal has been lodged against conviction. The report should state if an appeal is pending or is possible.

### II. Warrant officers and N.C.Os.

(a) Reduction in rank other than by sentence of court-martial of warrant and non-commissioned officers belonging to any unit of the Home Guard which has been mustered will be effected under the provisions of Sections 182 and 183 of the Army Act.

(b) Before mustering, compulsory reduction to a lower or the lowest rank, in the case of those who refuse to revert voluntarily, may be ordered by the following officers :—

#### Authority

Military formation commanders not below the rank of major-general.

Warrant officers, Classes I and II, and N.C.Os. on all grounds, including disciplinary.



### Authority

Military formation commanders (not Home Guard) not below the rank of colonel.

i. Warrant officers, Classes I and II for inefficiency and/or unsuitability *only*.

ii. N.C.Os. of any rank on all grounds, including disciplinary.

Home Guard battalion commanders.

N.C.Os. of any rank for inefficiency and/or unsuitability *only*.

Such reversions will be notified in Part II Orders in accordance with para. 25.

### 33. Legal proceedings

(a) All offences against the ordinary law of the country, affecting the person or property of a civilian, committed by officers or other ranks of the Home Guard while on duty, being persons subject to military law, will be notified forthwith by the C.O. to the local police, in order that the offence may be duly investigated by their agency, and the offenders punished by the civil criminal tribunal.

(b) In any criminal case, where legal aid is thought to be necessary, a remand will be applied for, and a full report of the case (with depositions, if any) sent by the battalion commander to the G.O.C.-in-C., who will refer the matter to the Treasury Solicitor (or, in Scotland, to the War Department Law Agent), and send a full report, with his recommendations, to the War Office.

(c) A solicitor will not be employed at the public expense, on behalf of a member of the Home Guard, either for the purpose of legal proceedings (civil or criminal) or of obtaining advice, without reference to the Treasury Solicitor (or, in cases of urgency, his local agent) or, in Scotland, to the War Department Law Agent.

(d) When legal advice is required, or authority is sought to begin or defend legal proceedings, either in the name or on behalf of the Army Council, a full statement of the facts will be sent by the G.O.C.-in-C. to the Treasury Solicitor (or, in Scotland, to the War Department Law Agent). A copy should be sent to the War Office at the same time.

(e) When any claim is preferred to the Army Council for assistance in, or for reimbursement of the cost of, the defence, a copy of the writ or statement of claim in civil cases and copies of the information and summons or warrant in criminal cases—or, if the case has gone to trial, a copy of the indictment—will be furnished, with a full statement of the facts showing that the act complained of was one sanctioned by competent authority, or clearly within the prescribed course of the defendant's duty.

(f) Where an inquest held on a death may subsequently involve a civil claim against the W.D. or civil or criminal pro-

ceedings against a member of the Home Guard, reference should at once be made to the Treasury Solicitor (or his local agent in cases of urgency), or, in Scotland, to the War Department Law Agent. A report should also be forwarded to the War Office, and the Assistant Director of Claims of the command concerned.

(g) The procedure for inquests, legal proceedings, writs or summonses arising out of traffic or other accidents is laid down in Volume II.

### 34. Complaints

(a) *Officers*.—Any complaint which an officer of lower rank than battalion commander wishes to make about his military service will be sent in writing to his C.O., who will deal with the matter. If he is unable to do so satisfactorily, he will refer the complaint to the next higher authority in the chain of command. Should intermediate commanders be unable to deal with the complaint satisfactorily the matter will be referred to the G.O.C.-in-C. for final disposal.

A zone group or battalion commander wishing to make a complaint will submit the matter to the next higher authority. Should intermediate commanders be unable to deal with the complaint satisfactorily, it will be referred to the G.O.C.-in-C. who, if unable to deal with the matter, will forward it with his recommendation to the Under-Secretary of State, The War Office, for final disposal.

If an officer desires to bring any grievance to the notice of an inspecting officer he will be given an opportunity of doing so.

(b) *Other ranks*.—A member of the Home Guard who considers he has a legitimate complaint should consult his platoon commander who, if unable to deal satisfactorily with the complaint, will refer it to the company commander. If the company commander considers that the complaint is justified, he will have it investigated. If he is then unable to put the matter right he will refer it to the battalion commander for action or reference to higher authority.

In no circumstances will a member of the Home Guard communicate direct with the War Office on matters connected with the Home Guard.

### 35. Press communications

A member of the Home Guard who communicates, either directly or indirectly, to the Press, any military information, or his views on any military subject, will himself be responsible that his communications are consistent with the requirements of security and discipline, and do not contravene the Official Secrets Acts.

### 36. Inventions

Home Guard inventors who wish to submit suggestions for new devices may submit their proposals direct to the Controller



of Physical Research and Signals Development (S.R. 4), Berkeley Court, Glentworth Street, London, N.W.1. There is no need for them to be submitted in the first instance to battalion commanders and no copies of the letter need be sent to the War Office or to other military headquarters. The Controller of Physical Research will communicate direct with the inventor.

The Controller of Physical Research will always be glad to consider useful and practical suggestions from whatever source, but in putting forward suggestions for weapons or devices intended for Home Guard use, it should be remembered that complaints are continually received about the multiplicity of Home Guard weapons and that, therefore, a new weapon or piece of equipment must have a great deal to recommend it if it is put forward for general adoption. Secondly, for operational reasons no alterations or improvements which entail withdrawing existing weapons from units, even for a short time, can be considered.

## SECTION VIII.—REGULAR ARMY PERMANENT STAFF

### 37. Training officers

A pool of training officers of the rank of major or lieutenant-colonel is allotted to each command and to London District. These officers will be attached to any suitable formation or unit headquarters at the discretion of G.Os.C.-in-C.

### 38. Staff officers at zone or sector headquarters

A G.S.O.3 is authorized at certain zone headquarters with an operational role. Adjutants are also authorized at certain group or sector headquarters under special War Office authority.

### 39. Adjutants and captains for administrative and quarter-masters' duties

One adjutant and one captain for administrative and quarter-master's duties will be allowed for each battalion whose strength is over 1,000 men. Battalions under 1,000 may have a captain for administrative and quarter-master's duties, unless an adjutant has been specially authorized in addition. These officers will hold commissions in the Regular Army and will be of the rank of captain and on regimental rates of captain's pay. No additional pay is admissible and they will be attached for all administrative purposes to the nearest static unit or headquarters under command arrangements.

### 40. Permanent staff instructors

(a) P.S.Is. are authorized on a scale of one for each battalion.

(b) A pool of P.S.Is. is also held on the establishment of Command Headquarters and at London District Headquarters. These instructors will be allocated at the discretion of the G.O.C.-in-C.

(c) P.S.Is. are chosen in accordance with War Office instructions and posted by officers i/c infantry records of the Regular Army who are also responsible for replacements except in the case of ex-N.C.Os. of the Regular Army of members of the Home Guard specially enlisted for service with a Home Guard battalion.

(d) The attachment of P.S.Is. for all administrative purposes will be carried out as in para. 39 above.

## SECTION IX.—DRESS AND BADGES

### 41. Dress and badges of rank, titles and flashes

(a) *Officers.*—i. Officers will wear the uniform as issued, *i.e.* battle dress, greatcoat (or cape) and drab field service cap.

ii. The coloured field service cap with gold embroidered badge (for colonels—the Royal Crest) may be worn. This cannot, however, be supplied at the public expense, nor will clothing coupons be provided to permit of its purchase.

iii. No other uniform will be permitted, except that officers in possession of Army service dress will be allowed to wear it when not actually on duty with troops, provided that the correct badges of rank held in the Home Guard and the Home Guard shoulder title are worn. In the interests of economy, new service dress uniforms will not be bought in any circumstances.

iv. In no circumstances will C.Os. order officers under their command to buy any article of clothing, *e.g.* khaki shirts, collars and ties, brown boots or shoes. Such articles may be worn, but will be entirely optional, no clothing coupons will be provided to permit of their purchase.

Sam Browne belts will not be worn with battle dress.

v. All ranks below the rank of colonel will wear the cap badge of the regiment of the county to which they belong, unless otherwise authorized by the War Office. Except when wearing the coloured field service cap, colonels will wear the Royal Crest in gilt metal or a suitable substitute, *e.g.* plastic (*see* sub-para. ii above).

vi. Officers of the Home Guard will wear badges of rank as worn by infantry of the Regular Army. The badges of rank will be in gilt metal, worsted or plastic, on the greatcoat and in worsted embroidery on the battle dress. Coloured backing to the badges of rank, however, will *not* be worn.



Officers of the rank of colonel may wear scarlet gorget patches on the collar of the battle dress as laid down for officers of corresponding rank in the Regular Army.

vii. Officers appointed to the Home Guard or serving officers who are promoted will be supplied free with badges as far as available from the stocks held by the Association concerned. Badges not available will be bought by the officer himself and repayment of the cost claimed from the Association within the limits indicated below, the amounts detailed being reduced as necessary to allow for any badges issued free.

The T.A. Association will repay the cost of the badges. Either a receipted bill should be sent to the Association or a claim from the unit commander certified by him to the effect that the officers mentioned in the claim have been commissioned in the rank stated and have bought the necessary badges of rank. Sums repaid will not exceed the following fixed amounts:—

	s.	d.
Colonel ... ..	13	0
Lieutenant-colonel ... ..	8	9
Major ... ..	4	6
Captain ... ..	12	9
Lieutenant ... ..	8	6
Second lieutenant ... ..	4	3

Associations will claim on the command paymaster for reimbursement. The individual receipts or unit commander's claim, duly certified, will be sent to the command paymaster in support of the claim.

Badges of rank, gilt, worsted or plastic, which are no longer needed by a Home Guard officer on promotion or on retirement will be returned by him to the Association, taken on charge by it and re-issued to other officers as occasion arises.

(b) *Other ranks.*—i. Other ranks will wear battle dress and greatcoat (or cape) as issued, with the drab field service cap.

ii. The cap badge of the regiment of the county to which they belong will be worn, unless otherwise authorized by the War Office.

iii. Badges of rank will be worn by warrant officers and N.C.Os. on both arms of the battle dress and greatcoat as laid down for corresponding ranks of the infantry.

iv. An initial issue of the appropriate badges of rank will be made on promotion. Subsequent replacements will be made in the normal manner when badges become unserviceable.

(c) *Shoulder titles, regimental flashes and proficiency badges.* Shoulder titles "Home Guard" and regimental flashes signifying the county and battalion number will be worn on both sleeves of the battle dress and greatcoat as under:—

i. Shoulder title—1 inch below the seam of the shoulder.

ii. Regimental flash— $\frac{1}{2}$  inch below the bottom edge of the shoulder title. Letters above the numeral.

Both titles and flashes will be sewn on under private arrangements, and no expense to the public will be entailed.

(d) *Proficiency badges* have been approved for issue to those qualified. They take the form of a diamond-shaped piece of red material, each edge measuring 1 inch, and will be worn on the right arm of the battle dress only, 5 inches from the bottom edge of the sleeve to the lower point of the diamond. Proficiency badges will be worn only by men below the rank of serjeant. Regulations covering the qualifications and conditions for the award of proficiency badges are contained in Appendix V.

(e) *Badges on capes.*—Where capes have been issued instead of greatcoats, badges, etc., will be worn in the position similar to that on the sleeve of the greatcoat.

(f) *Medal ribbons.*—A free issue of the appropriate ribbon will be made for all authorized decorations or medals awarded to a member before or during his Home Guard service. Such ribbons will be replaced as and when required through fair wear and tear.

(g) No uniform or badges other than those described above will be permitted, unless specifically authorized by the War Office.

(h) Officers and members of the Home Guard will not attend political meetings in uniform, as the wearing of uniform connotes that they are on military duty, and it is undesirable that their attendance at such meetings in uniform should give rise to the impression that they are on military duty or that while on military duty they can be permitted to attend such meetings.

Home Guard officers and men are at liberty to attend political meetings as civilians in civilian clothes.

(i) *Wearing of uniform.*—Uniform will normally be worn only when performing Home Guard duty, except in the case of armed watchmen acting at the same time as members of the Home Guard employed by certain civilian undertakings who may wear uniform when performing their duties as watchmen for which they are paid by their employers.

## SECTION X.—MISCELLANEOUS

### 42. Acts of gallantry and distinguished conduct

Any special act of gallantry or distinguished conduct which is brought to notice will be reported to the G.O.C.-in-C. who will decide whether it shall be brought to notice in Command Orders. Where it is so brought to notice an entry will be made in Part II Orders of the units concerned, quoting the actual



wording of the superior order and giving its number and date. On receipt of the Part II Orders the T.A. Association will attach a certified true copy of the entry to the enrolment form (A.F. W3066) of the member concerned.

This procedure will apply both to officers and to other ranks.

#### 43. Chaplains

It is recognized that many units and sub-units of the Home Guard will desire an association with their local churches.

Ministers of religion may therefore be appointed as honorary chaplains to Home Guard units and sub-units, but it is felt to be inappropriate that these appointments should carry any rank in the force. No limit is placed on the number of such appointments, which should depend on local conditions.

All such appointments will be approved by the battalion commander, and it is to be understood that ministers of religion who accept the appointment do so with the consent of their religious superiors.

Uniform and financial benefits will not be available for honorary chaplains unless they are also enrolled members of the Home Guard for ordinary or stretcher-bearer duties.

#### 44. Regimental march

The Home Guard may play, on all appropriate occasions, the regimental march of the county regiment whose cap badge they wear.

#### 45. A.C.Is. affecting the Home Guard

A.C.Is. which directly affect the Home Guard are specially printed and sufficient copies are issued to T.A. Associations for distribution to commanders of zones, groups, battalions and companies. In special circumstances issues may be authorized to platoons.

#### 46. Information circulars and instructions

From time to time the attention of Home Guard commanders will be drawn, by means of information circulars, to Home Guard questions which have been dealt with previously in A.C.Is., War Office letters and books of regulations. These circulars will normally be published monthly on a scale sufficient for distribution down to sub-areas, platoons of the Home Guard and to all T.A. Associations. The circulars do not in themselves constitute authority for making payments or for the issue of stores, and such authority will continue to be issued by A.C.Is., War Office letters and by amendment to these and other books of regulations. The issue of these circulars will be notified in A.C.Is.

Home Guard Instructions are also issued periodically in connection with training and organization.

#### 47. Powers of arrest and search

When actually performing Home Guard duties (*in uniform*) the rights and duties of a member of the Home Guard in respect of arrest or search of suspected persons, or to search vehicles, are the same as those of officers and soldiers of the Regular Forces, *i.e.* he may, in the course of his duty :—

i. Under Defence Regulation 18D (*see* Appendix I (ii)) stop and question any person in order to satisfy himself (*a*) regarding the person's identity or (*b*) regarding the purpose for which he is in the place where he is found : and if the person so questioned fails to give satisfactory answers to these questions and the questioner has reasonable ground to suspect that the person is about to act in any manner prejudicial to the public safety or the defence of the realm, arrest him without warrant and detain him pending inquiries.

When any person fails to give satisfactory answers to the questions referred to above, every effort will be made to report the facts of the case to the civil police, and whenever possible the actual arrest should be carried out by a constable. If, however, a constable is not available and the circumstances are such that immediate arrest is considered necessary, the person may be arrested and handed over without delay, and in any case within 24 hours of making the arrest, to the police, with a report of the circumstances under which the arrest was made. If the conduct of any person is such as to give grounds for suspicion without giving cause for arrest the facts will be reported to the local police and the local military authority for further investigation.

ii. Stop and/or search any road vehicle on any public highway or in any public place if he has reasonable ground for suspecting that the vehicle and/or vessel contains evidence of the commission of any of the offences specified in the second schedule to Defence Regulation 88B (*see* Appendix I (iii)), and he may seize any article found therein which he has reasonable ground for believing to be evidence of the commission of any of those offences. Articles so seized will be handed over to the police.

*Note.*—It is to be noted that the powers referred to above do not of themselves extend to the search of any person found in any road vehicle. If, however, the vehicle is found to contain evidence of the commission of any of the offences specified in the schedule referred to above, there would clearly be reasonable ground for suspecting that any person travelling in the vehicle was associated with the commission of that offence. In such circumstances there is power to arrest any such person and after arrest any such person may be searched. If the case appears to be urgent and if no police constable is immediately available the member should himself arrest and search persons in the circumstances described. In all other cases he should merely



detain them and hand them over to the police at the earliest possible moment for formal arrest and search.

A member of the Home Guard whose duty requires him to act under Defence Regulation 88B will not rely on his voice to stop motorists. The following signals will be used at posts manned by the Home Guard :—

*By day.*—Vehicles will be stopped by the ordinary police hand signals.

*By night.*—Vehicles will be stopped by waving a red light from side to side. A white light will *not* be used for this purpose.

#### 48. Identity certificates

(a) *Officers* will be issued with a military identity certificate which will be prepared by the T.A. Associations.

(b) *Other ranks.*—The civilian identity cards of all other ranks of the Home Guard will be stamped with a special embossed stamp, which is supplied on the scale of four for each battalion, or on a slightly higher scale to scattered battalions. It is essential that the card of every man discharged from the Home Guard shall show that his membership has ceased. The procedure to be adopted has been laid down by the War Office.

### SECTION XI.—MEDICAL ORGANIZATION

#### 49. Supervision of medical arrangements

D.Ds.M.S. of commands are responsible for the efficiency of all medical arrangements which concern the Home Guard.

#### 50. Evacuation of casualties

The Ministry of Health, the Department of Health for Scotland, the Ministry of Home Security, and the War Office have agreed on certain general principles for the medical organization of the Home Guard.

(a) In order to economize in medical and nursing personnel and equipment, Civil Defence casualty organizations will be made use of wherever possible. Only where Home Guard units are fighting near Regular Army troops will it be possible for Army medical facilities to be available for Home Guard casualties.

(b) Immediate first aid treatment for Home Guard casualties and their care until they reach the Civil Defence Casualty Organization are the responsibility of the Home Guard.

(c) Home Guard casualties will be collected at Home Guard casualty collecting posts. These will normally be on a platoon basis. If there is a suitably located Civil Defence first aid point it will, naturally, be used as the Home Guard casualty collecting post.

(d) Home Guard casualties will normally be evacuated from Home Guard casualty collecting posts by ambulance transport of the Civil Defence Casualty Organization. Where this cannot be made available, local Home Guard arrangements must be made.

(e) These casualties will be taken to :—

- i. Civil Defence first aid posts, or
- ii. Civil Emergency Medical Service hospitals.

(f) There is normally a Civil Defence first aid post or point in localities where Home Guard units or sub-units have an operational role. If the first aid post or point is considered, after consultation between the Home Guard medical officer, the A.D.M.S. of the area, and local Civil Defence authorities, to have insufficient facilities, steps will be taken with a view to having it upgraded to the required standard. This is a Ministry of Health or Department of Health for Scotland responsibility exercised through the Regional Commissioner.

(g) When Home Guard casualties have reached the Civil Defence Casualty Organization, the responsibility for their care devolves on the Civil Defence authorities.

#### 51. Regimental aid posts

In the case of certain outlying battalions, where Civil Defence casualty facilities cannot be provided, Home Guard regimental aid posts will be established on the authority of the D.D.M.S. of the command. A.Ds.M.S., after consultation with Home Guard medical officers and local Civil Defence authorities, will make the necessary recommendations to their D.Ds.M.S. When considering the establishment of Home Guard regimental aid posts, the possibility of using Civil Defence mobile first aid units will be kept in mind.

The number of these Home Guard regimental aid posts will be kept as low as possible. They will be in the charge of a Home Guard medical officer.

The evacuation of casualties from Home Guard regimental aid posts is the responsibility of the Civil Defence authorities or the military, whichever is nearer.

It is the responsibility of all military and Home Guard officers to keep in touch with officers in charge of Civil Defence arrangements, particularly A.R.P. controllers and medical officers of health, and so ensure efficient co-operation.

#### 52. Medical officers

(a) Home Guard medical officers will be appointed as follows:—

- i. *Zone or group medical adviser* with the rank of lieutenant-colonel. G.Os.C.-in-C. will decide whether a zone or group medical adviser is required. Recommendations will be submitted to the Under-Secretary of State, The War Office, (H.G.2), London, S.W.1.



- ii. *Battalion medical officer* with rank of major.
- iii. *Sub-unit medical officer* where such appointment is considered necessary with the rank of captain.

The above appointments will be made under the conditions laid down in para. 13.

(b) In order that the services of medical officers in the Home Guard may be provided without interfering unduly with the civil medical organization in the locality, all proposed appointments must be approved by the local medical war committee and no practitioner will be enrolled without the agreement of this committee.

(c) Home Guard medical officers will be regarded as medical advisers to their respective commanders. Their duties will also be :—

- i. To ensure that lectures on essential first aid and hygiene are given to *all* Home Guard personnel.
- ii. To train stretcher-bearers and medical orderlies or to arrange for their training through Army medical, A.R.P. or voluntary aid authorities.
- iii. To carry out such medical examinations as the battalion commander may request. These will be kept to a minimum. Wholesale medical examination of personnel will not be permitted.
- iv. To make arrangements for the evacuation of casualties based on the tactical plan as laid down in the Defence Scheme.

(d) It is foreseen that during active operations, Home Guard medical officers, other than those mustered under sub-para. (e) below, may have civil commitments (*e.g.* Civil Defence or Emergency Medical Service appointments, private practice, etc.). Where these civil duties permit they will keep in touch with their respective units and sub-units rendering such service as they can.

(e) *Mustering of medical officers.*—A Home Guard medical officer may be mustered for full-time duty with the Home Guard provided that all the following conditions are fulfilled :—

- i. The Home Guard unit has been mustered.
- ii. An independent Home Guard regimental aid post has been authorized by the D.D.M.S. of the command concerned.
- iii. Orders have been issued for the manning of the Home Guard regimental aid posts.
- iv. The local medical war committee and the individual medical officer concerned have agreed to the mustering.

The mustering of a Home Guard medical officer will not preclude him from attending to civilian patients whenever such attendances do not conflict with his Home Guard duties.

(f) Home Guard medical officers will be non-combatant members of the Home Guard and will wear a Red Cross brassard. Whether mustered or not they may wear uniform whenever they are liable for Home Guard duties.

They will only be eligible for the same allowances and financial benefits as other members of the Home Guard. They will, therefore, receive no remuneration for their medical services.

(g) Medical practitioners will not be allowed to enrol or to remain as combatant members of the Home Guard.

### 53. Medical orderlies and stretcher-bearers

One medical orderly (serjeant) will be trained for each battalion.

One medical orderly (corporal) will be trained for each platoon. Stretcher-bearers will be trained on a basis of eight for each platoon of approximately 100 men.

The medical orderly (serjeant) will supervise the medical personnel and equipment in the battalion, and where a Home Guard regimental aid post is established, will take charge under the battalion medical officer.

The medical orderly (corporal) will be in charge of the Home Guard casualty collecting post and will be responsible for the platoon first aid equipment.

The fact that a man may receive training as a stretcher-bearer will not affect his liability to be trained in the use of weapons. If called upon to use weapons, he must *not* wear his "S.B." brassard.

Enrolment of personnel exclusively for duty as medical orderlies and stretcher-bearers will not be permitted, and A.Fs. W3066 will not be so endorsed.

### 54. Medical equipment and stores

(a) The following scales of medical equipment and stores are authorized for Home Guard units and sub-units :—

*Note.*—A platoon is taken as approximately 100 men. Platoons of 50 to 150 strong will draw equipment for one platoon. Platoons over 150 strong will draw equipment for two platoons.

Item	Basic scale	How obtained
<i>Unit Equipment—</i>		
Haversacks, shell dressings, filled.	1 for each platoon	} T.A. Associations to indent on the D.D.M.S. at command headquarters.
Outfits, first-aid, general, large.	1 for each platoon	
Splints, common, scored wood (set of 16), set.	1 for each platoon	



Item	Basic scale	How obtained
Armlets, Geneva Cross	1 for each medical officer.	T.A. Associations to indent on the D.A.D.O.S. of area in the usual manner.
Armlets, S.B. ...	8 for each platoon	
Stretchers, ambulance	2 for each platoon	
Slings, stretchers, ambulance.	1 for each stretcher	
Blankets (for stretchers, ambulance).	3 for each stretcher, ambulance.	
Bottles, water (Ordnance pattern).	1 for each stretcher, ambulance.	
Carriers, W.B. ...	1 for each stretcher, ambulance.	
Shell dressings ...	As required for isolated sections.	T.A. Associations to apply to the D.D.M.S. at command headquarters.
Standard B.P.C. dressings.		
Triangular bandages...		
Tannic acid jelly ...		
<i>For Practice Purposes :—</i>		
Bandages, loose woven, open wool, bleached, 3 inches by 4 yards.	12 for each platoon	T.A. Associations to indent on the D.D.M.S. at command headquarters.
Bandages, triangular, unbleached.	6 for each platoon	
<i>H.G. Regimental Aid Posts—</i>		
For each regimental aid post :—		
Companions, medical, complete.	1	T.A. Associations to indent on the D.D.M.S. at command headquarters.
Haversacks, shell dressings, filled.	1	
Haversacks, surgical, complete.	1	
Outfits, first aid, general, large	1	
Bandages, flannelette, 4 inches by 6 yards.	6	
Bandages, triangular	12	
Splints, knee, Thomas, without footpiece.	2	
Splints, knee, Thomas, metal sliding foot-piece for.	2	
Splints, knee, Thomas, clips, boot, for.	2	
Splinting, wire, Cramers, 60 cm. by 8 cm. pieces.	4	
Splinting, wire, Cramers, 100 cm. by 10 cm. pieces.	4	
Splinting, pliers, wire cutting, for, No.	1	

(b) Unit commanders will ensure that they have in their possession all necessary medical equipment and stores. It will be distributed as advised by the battalion medical officer to sub-units. It will be stored at convenient points in order to be readily available in case of emergency. Demands should, however, take into account available equipment from other sources.

In order to ensure safe custody, all items will be kept under lock and key under Home Guard arrangements until active operations begin.

(c) Medical equipment will not, however, be issued from Army sources to units or sub-units of the Home Guard (*e.g.* factory, railway, or post office) where existing equipment provided by the firms or departments is adequate and can be made available.

(d) If Home Guard medical officers find it necessary during active operations to expend any item of their private medical equipment in connection with their Home Guard duties, the value of such equipment will be reclaimed at current rates. The claim will be made on A.F. P1922 and forwarded to T.A. Associations.

## APPENDIX I

### (i) THE DEFENCE (HOME GUARD) REGULATIONS, 1940

(Statutory Rules and Orders, 1940, No. 748, as amended by S.R. & O., 1940, Nos. 1613 and 2003, and S.R. & O., 1942, Nos. 91 and 962)

1. These Regulations may be cited as the Defence (Home Guard) Regulations, 1940.

2.—(1) There shall be established a force to be called the Home Guard consisting of such male persons as may, in accordance with instructions issued by the Army Council, voluntarily undertake to serve therein without pay; and be accepted for such service or as may, in accordance with such instructions as aforesaid, be enrolled for service therein without pay after being directed to enrol therein under Regulation 3 of these Regulations.

(2) The period for which persons may be enrolled to serve in the Home Guard and the conditions of their service therein shall be such as may be prescribed by instructions issued by the Army Council, and such instructions shall make provision for matters relating to the Home Guard, and in particular for their organization, government, training, and duties, and for regulating the position as to the determination of the service



of members of the Home Guard (whenever enrolled and whatever the conditions of their enrolment), but shall not require members of the Home Guard :—

- (a) To give whole-time service ; or
- (b) To live away from their homes ; or
- (c) To enrol for a period exceeding the period of the present emergency.

Provided that such instructions may require members of the Home Guard to serve continuously during any period, or any part of a period, during which the platoon or other part of the Home Guard to which they belong is mustered for the purpose of resisting an actual or apprehended invasion, and while so serving to live away from their homes.

(3) Members of the Home Guard shall be members of the armed forces of the Crown and every such member shall, notwithstanding that he may hold any rank or commission in any other of His Majesty's forces, be subject to military law :—

- (a) In the case of a member serving on a Commission in the Home Guard, as an officer in that force ; and
- (b) In the case of any other member, as a soldier ;

and accordingly the Army Act shall have effect as if after paragraph (7) of section one hundred and seventy-five thereof there were inserted the following paragraph :—

“(7A) Any person serving on a Commission in the Home Guard ;”

and as if after paragraph (8A) of section one hundred and seventy-six thereof there were inserted the following paragraph :—

“(8B) All members of the Home Guard, other than those serving on a Commission in that force ;”

(3A) Section forty-two of the Army Act shall not apply to an officer serving on a Commission in the Home Guard, and except during any period during which the platoon or other part of the Home Guard to which the person to be dealt with belongs is mustered for the purpose of resisting an actual or apprehended invasion, such of the provisions of section forty-six of that Act as empower a commanding officer to deal with a case summarily shall not apply to a commanding officer serving on such a Commission as aforesaid.

(4) In this Regulation the expression “ the period of the present emergency ” means the period ending with such date as His Majesty may by Order in Council declare to be the date on which the emergency that was the occasion of the passing of the Armed Forces (Conditions of Service) Act, 1939, came to an end.

3.—(1) The Minister of Labour and National Service or any National Service Officer may, subject to the provisions of paragraph (2) of this Regulation and to the provisions of the next succeeding Regulation, direct any male person in Great Britain, being a British subject, to enrol in the Home Guard, and for the purpose to present himself at a specified time and place.

(2) Any direction given under paragraph (1) of this Regulation may be withdrawn by the Minister of Labour and National Service or by any National Service Officer, but without prejudice to the power to give a further direction ; and the Minister of Labour and National Service shall by order make provision :—

- (a) For enabling persons to whom directions are given under this Regulation to apply, on such grounds and within such periods as may be specified in the order, for the withdrawal or modification of the directions.
- (b) For the reference of such applications to such tribunals as may be so specified for recommendations with respect thereto.
- (c) For the withdrawal or modification of the directions or the confirmation or reissue thereof with or without modification (but, whether or not there is any modification, without any further right to apply for the withdrawal or modification thereof) according as may appear expedient, having regard to the recommendations.
- (d) For any incidental and supplementary matters for which the Minister thinks it expedient to provide.

(3) Paragraph (4) of Regulation fifty-eight A of the Defence (General) Regulations, 1939, and any order made thereunder, whether before or after the coming into force of this paragraph shall have effect as if the reference in the said paragraph (4) to the foregoing provisions of that Regulation included a reference to this Regulation.

(4) Without prejudice to the powers of the Minister of Labour and National Service and National Service Officers under Regulation eighty B of the Defence (General) Regulations, 1939, as applied by the subsequent provisions of these Regulations, the said Minister or any such Officer may, for the purposes of determining whether a direction ought to be given to any person under paragraph (1) of this Regulation, direct that person to submit himself to medical examination by a medical board constituted for the purposes of section three of the National Service (Armed Forces) Act, 1939, and for that purpose to present himself at a specified time and place.

4.—(1) A direction under Regulation 3 of these Regulations shall not be given to any such person as is mentioned in sub-



section (1) of section eleven of the National Service (Armed Forces) Act, 1939, as amended by or under any other Act, or to any person who is for the time being registered under that Act in the register of conscientious objectors.

(2) If, at the beginning of the day specified in any direction given under the said Regulation 3 as the day on which the person to whom the direction is given is thereby required to present himself for enrolment, any of the following conditions is fulfilled, that is to say :—

- (a) That he is such a person as is mentioned in the said section eleven as so amended as aforesaid or is registered as aforesaid in the register of conscientious objectors ; or
- (b) That any appeal by him under section five of the said Act is pending ; or
- (c) That the time for bringing any such appeal has not expired,

the direction served on him shall be of no effect.

(3) A person on whom a direction is served under the said Regulation 3, or who has been notified by the Minister of Labour and National Service or by a National Service Officer that the question whether or not a direction is to be served on him thereunder is being or is about to be considered, may apply under section five of the said Act to be registered in the register of conscientious objectors notwithstanding that he is not liable under that Act to be called up for service and the provisions of that Act relating to conscientious objection shall have effect in relation to persons who apply under the said section five by virtue of this paragraph as they have effect in relation to persons who apply otherwise under the said section five :—

Provided that where the person in question has previously made an application under the said section five, or has at any time been provisionally registered as a conscientious objector, no application, or, as the case may be, no further application shall be allowed by virtue of this paragraph.

(4) Where a person was provisionally registered in the register of conscientious objectors but, owing to his attaining an age at which he ceased to be liable to be called up for service under the said Act remains so registered, without the further proceedings provided for by the said section five being completed, and persons of his age and sex have not again become liable to be called up for service under the said Act, he shall, within fourteen days from the service on him by the Minister of a notice requiring him so to do, make to a local tribunal constituted under Part I of the Schedule to the said Act such an application as is specified in sub-section (3) of the said section five, and the provisions of the said Act relating to conscientious objection shall apply as if the application which he is directed to make were an application under the said sub-section (3).

(5) Any condition imposed under the said section five on the registration as a conscientious objector of a person who applies by virtue of paragraph (3) or (4) of this Regulation shall be suspended until, by virtue of proclamations made under section one of the said Act, persons of his age and sex become liable to be called up for service thereunder.

5. (1) If any member of the Home Guard, without reasonable excuse, is absent from any place at a time when it is his duty as a member of the Home Guard to be there, he shall be guilty of an offence against this Regulation and shall on summary conviction be liable to imprisonment for a term not exceeding one month, or to a fine not exceeding ten pounds, or to both such imprisonment and such fine.

(2) The provisions of paragraph (1) of this Regulation shall, as respects any failure of a member of the Home Guard to present himself for duty or training otherwise than during a period during which the platoon or other part of the Home Guard to which he belongs is mustered for the purpose of resisting an actual or apprehended invasion, be in substitution for any right to proceed against him under the Army Act ; but save as aforesaid the provisions of the said paragraph (1) shall not affect the application of the Army Act to any member of the Home Guard, and in particular, and without prejudice to the generality of the foregoing provisions of this paragraph, all the provisions of the Army Act relating to desertion and absence without leave shall, as respects any period during which the platoon or other part of the Home Guard to which a member of the Home Guard belongs is mustered as aforesaid, apply in relation to him as if he were an officer, or, as the case may be, a soldier of the regular forces.

(3) If any person who is or has been a member of the Home Guard wrongfully refuses or neglects to deliver up on demand anything issued to him as such a member he shall be guilty of an offence against this Regulation.

6. Part V of the Defence (General) Regulations, 1939, shall apply for the purpose of these Regulations as if they were included in those Regulations.

Provided that—

- (a) Nothing in this Regulation shall render it an offence punishable in accordance with the said Part V to fail to comply with instructions of the Army Council under Regulation 2 of these Regulations, except in cases to which the last preceding Regulation applies ; and
- (b) Except in Scotland, a prosecution in respect of an offence against Regulation 3 of these Regulations may be instituted by or on behalf of the Minister of Labour and National Service or by any such authority or person as may be specified by an order of that Minister.



7. For the purposes of any provision of these Regulations which refers to any period during which the platoon or other part of the Home Guard to which a member of the Home Guard belongs is mustered for the purpose of resisting an actual or apprehended invasion, any such period shall be deemed to begin as soon as the order has been given for the mustering as aforesaid of that platoon or other part.

8. These Regulations shall extend to the Isle of Man, subject to the following modifications :—

- (a) for references to the Minister of Labour and National Service or a National Service Officer and to the said Minister there shall be substituted references to the Governor ;
- (b) references to the National Service (Armed Forces) Act, 1939, shall be construed as references to that Act as extended to the Isle of Man by the National Service (Armed Forces) (Isle of Man) Order, 1939 ;
- (c) for references to the register of conscientious objectors there shall be substituted references to the Isle of Man register of conscientious objectors ;
- (d) for the reference in paragraph (1) of Regulation three to Great Britain there shall be substituted a reference to the Isle of Man ;
- (e) for the reference in paragraph (3) of Regulation three to the Defence (General) Regulations, 1939, there shall be substituted a reference to the Defence (General) Regulations (Isle of Man), 1939, and for the reference in that paragraph to the coming into force of that paragraph there shall be substituted a reference to the coming into force of this Regulation ;
- (f) for paragraph (4) of Regulation three there shall be substituted the following paragraph :—

“(4) The Governor may, for the purpose of determining whether a direction ought to be given to any person under paragraph (1) of this Regulation, direct that person to submit himself to medical examination by a medical board constituted for the purpose of section three of the National Service (Armed Forces) Act, 1939, as extended to the Isle of Man by the National Service (Armed Forces) (Isle of Man) Order, 1939, and for that purpose to present himself at a specified time and place” ;
- (g) for the reference in paragraph (4) of Regulation four to a local tribunal constituted under Part I of the Schedule to the National Service (Armed Forces) Act, 1939, there shall be substituted a reference to the local tribunal for the Isle of Man constituted under the Schedule to the said Act as extended as aforesaid ;

(h) in Regulation six for the words “ Part V of the Defence (General) Regulations, 1939, shall apply for the purpose of these Regulations as if they were included in those Regulations ” there shall be substituted the words “ Part V of the Defence (General) Regulations (Isle of Man), 1939, shall apply for the purpose of these Regulations in their application to the Isle of Man as if these Regulations as extended to the said Isle were included in those Regulations ” ;

(i) the expression “ the Governor ” means the Lieutenant-Governor of the Isle of Man and includes a deputy or acting Governor.

## (ii) THE DEFENCE (GENERAL) REGULATIONS, 1939, 18D

*(Statutory Rules and Orders, 1940 (No. 843), amended by  
S.R. & O., 1940 (No. 1135))*

### Power to detain suspected persons

(1) If any person upon being questioned by a constable or by a member of His Majesty's forces acting in the course of his duty as such fails to satisfy the constable or member of His Majesty's forces as to his identity or as to the purposes for which he is in the place where he is found, the constable or member of His Majesty's forces may, if he has reasonable ground to suspect that that person is about to act in any manner prejudicial to the public safety or the defence of the realm, arrest him without warrant and may detain him pending inquiries.

(2) No person shall be detained under the powers of detention conferred by this Regulation for a period exceeding twenty-four hours except with the authority of an officer of police of a rank not lower than that of inspector, or, subject as hereinafter provided, for a period exceeding forty-eight hours in all :—

Provided that if such an officer of police as aforesaid is satisfied that the necessary inquiries cannot be completed within the period of forty-eight hours, a chief officer of police may authorize the further detention of the person detained for an additional period not exceeding seven days, but shall, on giving any such authorization, forthwith report the circumstances to the Secretary of State.

(3) Any person detained under the powers conferred by this Regulation shall be deemed to be in lawful custody and may be detained in any prison or in any police station or other similar place authorized by the Secretary of State.

(4) The Secretary of State may give directions :—



- (a) for authorizing or requiring chief officers of police to make reports required to be made by virtue of paragraph (2) of this Regulation to a Regional Commissioner instead of to the Secretary of State;
- (b) for providing that persons detained under the powers conferred by this Regulation may be detained in places authorized by Regional Commissioners.
- (5) Paragraph (4) of this Regulation shall not extend to Northern Ireland.

### (iii) THE DEFENCE (GENERAL) REGULATIONS, 1939, 88B

*(Statutory Rules and Orders, 1939 (No. 1681), amended;  
see S.R. & O, 1940 (Nos. 384 and 1328))*

#### Power to stop and search vehicles and vessels

(1) The person driving, or in control of, any road vehicle in motion or any vessel in motion on water to which the public have access or on any inland navigation shall stop the vehicle or vessel on being required so to do by any constable in uniform or by any member of His Majesty's forces being in uniform and on duty.

(2) If:—

- (a) as respects any road vehicle being on a public highway or in a place to which the public have access; or
- (aa) as respects any vessel being on water to which the public have access or on any inland navigation; or
- (b) upon the overtaking of a road vehicle or vessel on any occasion on which the person driving, or in control of, the vehicle or vessel has been lawfully required to stop it but has failed to do so,

any constable or member of His Majesty's forces has reasonable ground for suspecting that there is to be found in the vehicle or vessel evidence of the commission of any of the offences specified in the Second Schedule to these Regulations, he may search the vehicle or vessel and may seize any article found therein which he has reasonable ground for believing to be evidence of the commission of any of those offences.

The powers conferred by this paragraph shall be in addition to, and not in derogation of, any powers conferred by the last preceding Regulation.

## APPENDIX II THE HOME GUARD OFFICERS' COMMISSIONS ORDER, 1941

*(Statutory Rules and Orders, 1941, No. 186)*

At the Court of Buckingham Palace, the 12th  
day of February, 1941.

PRESENT:

The King's Most Excellent Majesty in Council.

Whereas His Majesty King George V in Council was pleased on the 22nd day of March, 1927, to make an Order in Council (a) (in this Order referred to as "the Order of 1927") as to the issue form and effect of Commissions in His Land Forces, Royal Marines and Territorial Army, and in their respective reserves:

And whereas it is expedient to make supplementary provision as to the issue form and effect of Commissions in His Majesty's Home Guard:

Now, therefore, His Majesty is pleased, by and with the advice of His Privy Council, to order, and it is hereby ordered, as follows:—

1.—(1) A Commission in the form set out in the Schedule to this Order shall be granted to every member of His Majesty's Home Guard who receives an appointment in that force of such status as may be determined by Our Army Council to require commissioned rank.

(2) Where a Commission has been granted under this Order to an officer in His Majesty's Home Guard, he shall, so long as he holds any such appointment as aforesaid, continue to serve on that Commission, and no further Commission shall be granted to him on his future appointment by promotion, transfer or otherwise as an officer in that force.

(3) When a member of His Majesty's Home Guard no longer holds any such appointment as aforesaid, any commission granted to him under this Order shall be deemed to be relinquished but without prejudice to the granting thereunder of a fresh Commission to him if he again receives such an appointment.

2. The granting and relinquishment of Commissions granted under this Order and appointments of officers in His Majesty's Home Guard shall be notified in the *London Gazette* or in such other manner as the Army Council may direct.

3. Article five of the Order of 1927 shall not apply to an officer of the Land Forces, the Royal Marines or the Territorial Army in respect of his employment as a member of the Home Guard.

4. The Home Guard Officers' Commissions Order, 1940 (b) is hereby revoked.

5. This Order may be cited as the Home Guard Officers' Commissions Order, 1941.

RUPERT B. HOWORTH.



## HOME GUARD

## SPECIMEN PART II ORDERS

(Officers and other ranks)

Company..... Battalion..... Serial No....

Station..... Date.....

Last Part II Orders issued No..... Dated.....

Item No.	Rank	Name	Platoon	Particulars of casualties	Date of casualty
1	Pte.	Smith, J.		Discharged—Services no longer required—called up for Army Service	3.4.41
2	Cpl.	Brown, S.		Transferred to Company Battn. at	8.4.41
3	Pte. (L/Cpl.)	Jones, T.		Promoted Corporal <i>vice</i> Corporal Brown, S. (transferred)	8.4.41
4	Sgt.	Robinson, L.		Sustained injury at while on guard. Report has been made in accordance with para. 27 (a) H.G. Regs.	9.4.41
5	Pte.	James, V.		Permitted to continue over age limit for period of six months from (Auth. Zone Cdr. No. dated )	10.4.41

## EXTRACTS FROM KING'S REGULATIONS, 1940

## Command

188. The power of command to be exercised by officers (other than those enumerated in paras. 189 and 190) of the Household Cavalry, Cavalry of the Line, R.A.C., R.A., R.E., R. Signals, Foot Guards, Infantry of the Line, Reconnaissance Corps, Army Air Corps, R.A.S.C. and the Indian Army will be power of command over all officers junior in rank or in seniority and over all other ranks in such corps unless otherwise directed, and over all officers and other ranks of the corps, etc., detailed in paras. 189 and 190.

189. The power of command to be exercised by officers (other than those enumerated in para. 190) of the Technical List, Royal Indian Army Service Corps (Mechanical Transport), R.A.M.C., Indian Medical Service, R.A.O.C., Indian Army Ordnance Corps, Royal Electrical and Mechanical Engineers, R.A.V.C., R.A.P.C., A.E.C., A.D. Corps, Pioneer Corps, Intelligence Corps, Army Catering Corps, and Extra-Regimentally Employed List will extend over all officers junior in rank or in seniority in their own list, corps or formation, over all officers referred to in para. 190 in their own corps or formation, and over all other ranks in any corps. It will also extend over such officers of any corps junior in rank or seniority, as may be attached for duty to, or specially placed under the command of officers of, the list, corps, or formation mentioned in this paragraph. In the case of officers of the R.A.M.C., Indian Medical Service and A.D. Corps, it will further extend over all ranks who are patients in military hospitals or are on the sick list and under their professional care in quarters or elsewhere.

Officers of the departments of the Judge Advocate General in India, the Army Remounts (India) and Military Farms (India) will exercise command over all officers junior in rank or in seniority belonging or attached for duty to their own departments, over all officers referred to in para. 190 when belonging or attached to their respective departments and over all other ranks in any corps.

190. The power of command to be exercised by the officers specified below will be power of command over all officers of their own category or department junior in rank or in seniority, and over all other ranks in any corps. It will also extend over such officers of the corps mentioned in paras. 188 and 189 if specially placed under them:—

All officers holding appointments of the nature specified in the Pay Warrant, 1940, Articles 156, 159 and 164 (other than ordnance mechanical engineers).



Departmental officers of the Indian Army.

R.E.—Officers of the Postal Section.

R.E. (Indian Army)—Officers who have not elected to qualify for an appointment entailing military command.

R.A.S.C.—Officers detailed for barrack duties if specially detached from regimental duty with their corps, officers of the Printing and Stationery Services and officers employed with the Navy, Army and Air Force Institutes.

General List—The financial adviser and officers of his staff when holding commissions, officers of the general list employed on salvage duties, and officers of other arms when likewise employed extra-regimentally being specially detached from regimental duty with their corps.

192A. When serving with members of the regular forces (or with members of the reserve or auxiliary forces who have been recalled to army service or embodied) officers of the Home Guard will take rank and precedence below officers of corresponding rank of such regular, reserve or auxiliary forces. They will, when on military duty, have power of command in relation to the personnel of such forces within the same formation and such power will be exercised on such occasions or during such period or periods or in such circumstances as may be appointed by the officer commanding the formation, area or sub-area concerned. The power of command will be the power of command vested in officers holding commissions in the Land Forces of corresponding rank and belonging to corresponding corps, formations, departments or categories in the regular forces, but will exclude powers of punishment.

## APPENDIX V

### QUALIFICATIONS AND CONDITIONS FOR THE AWARD OF THE PROFICIENCY BADGE TO PERSONNEL OF THE HOME GUARD

The qualifications for, and conditions governing, the issue of this badge are set out below and in such Home Guard Instructions as may be issued from time to time.

Responsibility for the conduct of the test laid down will rest with the sub-area or equivalent commander. This responsibility may be delegated to officers holding appointments of not lower than Home Guard company commander when the sub-area commander is not desirous of conducting the tests under his own arrangements. Then, however, the sub-area commander will arrange for periodical test inspections to ensure that the requisite standards are being adhered to.

For record purposes Home Guard battalion commanders will be responsible for maintaining a register at battalion headquarters of the names of all personnel to whom proficiency badges have been awarded and particulars of the test in which each individual has qualified. Numerical returns of holders of the badges will be made quarterly through normal channels to G.Os.C.-in-C. and the G.O.C. London District. Commands and London District will forward consolidated returns to G.O.C.-in-C., Home Forces and the War Office (H.G.1.(T)) quarterly.

#### 1. General

- (a) Candidates must have served in the Home Guard for a period of not less than three months.
- (b) The suitability of a candidate for the award of a proficiency badge will be contingent upon the recommendation of his company commander and on the latter affirming that he is fit to undergo the requisite tests with a reasonable chance of success.

#### 2. Tests

Candidates will be required to pass the following tests:—

- (a) General knowledge: To answer correctly four questions out of five based on Home Guard Instruction No. 14, Appendix A, para. 6.
- (b) Test of elementary training for rifle, as laid down in Home Guard Instruction No. 14, Appendix A, para. 2, and required standard on miniature range.
- (c) i. Test of elementary training in the automatic weapon with which the candidate's unit is armed,  
or,  
ii. satisfactory knowledge of field works as laid down in Home Guard Instruction No. 14, Appendix A, para. 3,  
or,  
iii. satisfactory knowledge of simple map reading, i.e. to answer correctly three questions out of four based on Home Guard Instruction No. 14, Appendix A, para. 4,  
or,  
iv. be able to give satisfactory instruction in any one subject in Home Guard Instruction No. 14, para. 8, and to have been employed as an instructor,  
or,  
v. be able to pass the signalling standard laid down in Home Guard Instruction No. 42, if employed as a signaller,  
or,  
vi. be able to pass the first aid test laid down in Home Guard Instruction No. 42, if employed on medical duties.



## APPENDIX VI

## FORM A

## HOME GUARD

## SUSTINENCE ALLOWANCE CLAIM

.....Sec. ....Pl. ....Coy. ....Bn.

Period covered from..... to .....194...

1	2	3	4	5	6
Name	Periods of continuous authorized duty			Amount claimed	For individual receipts when required.
	5 hours but less than 8 hours No. at 1s. 6d.	8 hours but less than 15 hours No. at 3s.	15 to 24 hours No. at 4s. 6d.	£ s. d.	

I certify that the Home Guard members named have performed the periods of duty shown and have stated that on each occasion they have incurred extra expense on food due to the performance of the duty; that they wish to claim, and have not previously claimed, the allowance entered hereon; that the continuous hours of duty stated were duly authorized by the appropriate military authority.

.....Paying Officer  
(Where the pre-audit system is in force, the form will be sent in to the T.A. Association with this portion only completed, before payment, and therefore without receipts or the signature of a witness to payment. After examination it will be returned to the unit, when payment will be made and the receipt form appropriately filled in.)

I certify that payments have been made in the presence of .....except where individual receipts are given.

.....Paying Officer.  
The amounts shown in column 5 were paid in my presence to the individuals named except those in column 6.

.....Signature of Witness  
(Countersigned).....Coy. Comd.

## FORM B

.....County.

## HOME GUARD

.....Battalion

Summary of Subsistence Allowance Claims for month of  
....., 194..., from.....to.....

Company and voucher references (a) Amount claimed  
£ s. d.

Total for Battalion ... ..

Certified that I am satisfied that the duties for which the claims are made were necessarily performed in pursuance of instructions issued by the appropriate military authority.

.....Bn. Comd.

(a) Note.—Forms A should be arranged as vouchers in sequence by companies, e.g. A Coy. Vou. 1, 2, etc., B. Coy. Vou. 1, 2, etc.

## FORM C

.....County.

## HOME GUARD

## SUSTINENCE CLAIM

.....Sec. ....Pl. ....Coy. ....Bn.

Period covered from.....to.....194...

No. of men	Periods of continuous authorized duty					
	Number of 5 hours but under 8 hours (2)	Number of 8 hours but under 15 hours (3)	Number of 15-24 hours (4)			
(1)						
Total number of periods				£	s.	d.
Maximum amount that can be claimed	...	...				
Actual amount claimed	...	...	...			

I certify that the number of Home Guard members as stated in column 1 have performed the periods of duty shown; that I



have checked such attendances at duty against the Register of Attendance (A.B. 527); that such personnel have on each occasion received subsistence in kind; that no previous claim on this account has been made; that the continuous hours of duty stated were duly authorized by the appropriate military authority; and that the amount claimed is the actual cost of the food provided.

.....Paying Officer  
(Countersigned).....Coy. Commander.

## APPENDIX VII

### ARMY FORMS AUTHORIZED FOR USE BY THE HOME GUARD

No.	Title
A2	Board of Officers, or Court of Enquiry; Proceedings of.
A2017*	Vehicle Identification Labels. Certificate that vehicle is used for purposes of His Majesty's Service in an emergency—gummed for wind-screen. (Pads of 50.) (This form is usually known as the "G" certificate.) May be obtained only from military area commanders through T.A.As.
A2018	Record of Amendments to Publications.
A2022	Anti-Gas Protection (Individual Instruction) I. Personal Decontamination. II. Gas Alarm System.
A2025	"Petrol Economy" Label.
A3676*	Road Accident Report. (May be obtained only from T.A.As.)
B68	Regulations* as to the use of 30-yard ranges (poster).
B189	Firing Point Register for Range Practices.
B190	Butt Register for Rifle, Pistol, A.A., Anti-Tank Rifle and Light M.G. Practices.
B256	Morning Sick Report; Medical Inspection Report.
B295B*	Application for Railway Tickets at Reduced Fares. Nurses, schoolmistresses, women and children. (Pads of 25.) (May be obtained, if necessary, from T.A.As. or neighbouring military unit or formation.)

No.	Title
B2090*	Death of Soldier, Report of. (Not for Field Service.) (If required by Home Guard units, copies should be obtained from T.A.As.)
B2507	Range Card.
B2599	Home Guard Return of Strengths, Arms and Ammunition—Monthly.
B2599A	Home Guard Return of Clothing and Equipment—Quarterly.
B2606*	Identity Card. (Pads of 25.) (Individual issues made by T.A.As.)
C2118	War Diary or Intelligence Summary (Ruled).
C2119	Cover for War Diary or Intelligence Summary.
C2128	Message Form (White). (Pads of 100.)
E564A	Application for Registration in the Officers' Emergency Reserve.
F756	Transport of Men, Baggage and Stores; Requisition for.
G815	Ammunition Inspection Report. (Pads of 100.)
G828	Requisition for Stores R.A.S.C. (M.T.). (Pads of 50 in duplicate.)
G973*	Account of Equipment for Camp Service. (For use in T.A.A. offices only.)
G980 (War)†	Carrier's Note. (Pads of 50 in sets of 5.) (For use in T.A.A. offices only.)
G985†	Discrepancy Report; Stores Charged and Received. (Pads of 100.) (For use in T.A.A. offices only.)
G994 (Revised)†	Stores, Clothing and Necessaries; Indent for. (Pads of 150.) (For use in T.A.A. offices only.)
G998*	General Equipment, etc. Lost or Damaged; List of. (Pads of 100.) (For use in T.A.A. offices only.)
G1025*	Stores issued to or from units, etc., by R.A.O.C.; Label for. (Manilla, orange, red, green, pink, blue and yellow.) (For use in T.A.A. offices only.)
G1028	Packing Note. (Pads of 150.)
G1033†	Issue and Receipt Voucher. (Pads of 150.) (For use in T.A.A. offices only.)
G1045†	R.A.O.C. Workshop Indent. (Pads of 100.) (For use in T.A.A. offices only.)



<i>No.</i>	<i>Title</i>
G1054A	Home Guard; Account of Clothing, Arms and Equipment.
G1063†	Hastener for Supply of Ordnance Stores. (Pads of 50.) (For use in T.A.A. offices only.)
G3518	Transport Work Ticket, R.A.S.C. (M.T.). (Pads of 100.)
H1119	Special Size Roll—All Services.
H1158	Home Guard—Receipt for Clothing and Equipment.
I1209†	Medical Equipment; Indent or Issue and Receipt Voucher. (Pads of 100.) (For use in T.A.A. offices only.)
I3174	Home Guard—Supply of Mark III Respirator Spectacles.
K1316	Advice Note: Dry Cleaning and Minor Repair of Clothing.
L1350	Army Forms and Books; Supplementary Indent for.
L1391†	Supplementary Demand for Stock Items of Stationery (for indenting for S.O. Book 129). (For use in T.A.A. offices only.)
N1487	Cash; Requisition for.
O1699	Home Guard—Claim to Disablement Allowance.
O1771	Travelling Expenses; Claim for.
P1922	General Service and Bill for Stores, Materials and Supplies Purchased, and for Hired Transport; Contractor's Bill. (Issued to purchasing officers.)
P1925†	Expense Voucher, General Service; Articles struck off charge. (For use in T.A.A. offices only.)
P1940	Postage, Telegrams, Money and Postal Orders; Monthly Certificate in Support of Charges for.
P1964 (Small)*	List of Bills passed for payment by Certifying Officers. (For use in T.A.A. offices only.)
W3050	Certificate of Identity for R.N., Army and R.A.F. personnel wearing Red Cross Brassard. (For security reasons unit stamps must NOT be inserted on these forms. In the space for "Ship or Unit" only brief designation should be given.)
W3066	Enrolment Form, Home Guard.

<i>No.</i>	<i>Title</i>
W3073	Special Instructions for cleaning Lee Enfield Rifles for Home Guard.
W3121	Rewards and Honours—Recommendations.
W4023	Home Guard—Application for Appointment to a Commission.
W4024	Home Guard Officers—Application for Promotion, Extension of Service or Resignation.

*Note.*—Items marked thus \* should not be included on A.F. L.1350 submitted by Home Guard units to Army Forms Depots.

Items marked † will be required by battalions for use at "Action Stations."

## ARMY BOOKS AUTHORIZED FOR USE BY THE HOME GUARD

<i>No.</i>	<i>Title</i>
A.B.22	Guard Book to hold Foolscap.
A.B. 26	Portfolio for Important Documents.
A.B. 45	Guard Book to hold Quarto.
A.B. 57	Receipt Book. (Books of 100.)
A.B. 69	Cash Book: Squadron, Battery, or Company. (For use in battalion headquarters offices only.)
A.B. 97	Postage Book.
A.B. 108	Receipt and Delivery Voucher; Temporary for Stores for Urgent Service. (Books of 100 in triplicate.)
A.B. 153	Field Message and Sketch Book. (Refills are provided.)
A.B. 165	Equipment Ledger; Blank Headings—for Miscellaneous Stores. (For use only in cases where A.F. G1054A is too small.)
A.B. 193	Letters; Register of.
A.B. 298	Petty Cash Book.
A.B. 422*	Railway Warrant Book (Other Ranks, etc.). (Issued through T.A.As.)
A.B. 425	Orderly's Receipt Book for Signals, Messages, Letters, etc.
A.B. 515*	War Office Omnibus Warrant. (Issued through T.A.As.)



No.	Title
A.B. 527	Register of Hours of Attendance at Training and Operational Duties.

*Note.*—Items marked thus \* should not be included on A.F. L1350 submitted by Home Guard units to Army Form Depots.

### Army Form Depots

The depot at St. Aidans School, Widnes, Lancs, serves the Scottish and Western Commands; Chalford Depot near Stroud, Gloucestershire, serves the Southern Command. Army Forms Depot, Strathville Road, Wandsworth, S.W.18, serves the Northern, Eastern, South Eastern Commands, London and Northern Ireland Districts.

## APPENDIX VIII

### EXTRACT FROM THE ARMY ACT, 1940

#### Section 175

The persons in this section mentioned are persons subject to military law as officers, and this Act shall apply accordingly to all the persons so specified; that is to say.

(A) Any person serving on a Commission in the Home Guard.

#### Section 176

The persons in this section mentioned are persons subject to military law as soldiers, and this Act shall apply accordingly to all the persons so specified; that is to say.

(8B.) All members of the Home Guard, other than those serving on a Commission in that force.

## APPENDIX IX

### BURIAL REPORT—HOME GUARD

(When member is NOT mustered)

Place .....

Name of cemetery, churchyard or burial ground .....

Name and address of individual or authority controlling such cemetery, churchyard or burial ground.....

Grave No.....

Member's National Registration No. ....

Rank ..... Unit.....

Date of death ..... Date of burial.....

Name, address and relationship of next of kin .....

Date ..... Signed.....

O.C. Home Guard Unit.

Cause of death.....

(Circumstances of death to be stated, and if the Ministry of Pensions file No. is known it should be quoted)

Form to be completed in manuscript and sent to Territorial Army Association administering the unit concerned.





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